



CITY OF HAWTHORNE
PUBLIC WORKS DEPARTMENT
AIRPORT MAINTENANCE WORKER I
Classification Specification
(Non-Classified)

JOB SUMMARY

The Airport Maintenance Worker I, depending on assignment, works under the supervision of a lead worker, crew leader, supervisor or director. The Airport Maintenance Worker I is an entry-level full-time position performing unskilled, semiskilled and some skilled duties related to the repair and maintenance of Airport runways, taxiways, ramps, and facilities; and related work as required.

SUPERVISION RECEIVED

The Airport Maintenance Worker I, depending on assignment, works under the supervision of a lead worker, crew leader, supervisor or superintendent.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following is a list of typical duties assigned to the Airport Maintenance Worker I. The duties included on this list are examples and are not intended to be all-inclusive or restrictive.

- Use aviation radio to communicate with Air Traffic Control Tower (ATCT) to enter and exit runway, taxiways, and all active movement areas.
- Conduct daily runway and taxiway checks and inspect for foreign object debris and any hazard to aircraft.
- Perform daily wildlife hazard surveys and conduct wildlife harassment as needed.
- Provide janitorial services for the Air Traffic Control Tower (ATCT).
- Conduct lighting inspections and maintain records.
- Repair Airport lighting including runway and taxiway lights and location signs.
- Report repairs for chain link perimeter fence.
- Maintain grass on runway safety areas.
- Conduct landscaping as needed including replacing flowers and shrubs.
- Report maintenance, troubleshoot, and perform diagnostic testing of all Airport entrance gates.
- Ensures compliance with Airport safety standards and regulations.
- Conduct Airport perimeter checks and report any hazard or security threat.
- Conduct Driver's Training for all Airport users.
- Perform aircraft and vehicle parking inspections.
- Assist in the maintenance of the Airport's Storm Water Pollution Prevention Program (SWPPP) including responding to and containing any spill or violation of the SWPPP.
- Enforce best management practices by Airport users as part of the SWPPP.
- Prepare surfaces for painting and apply finish or coverings using brushes, rollers, spray equipment and cutters as necessary.
- Report broken pipe, cut and thread pipe, clean clogged drains and sewer lines.
- Report maintenance on washers, diaphragms, valves, fittings, ballcocks, drinking fountain bubblers, and shut-off valves.

- Replace toilets, urinals, dispensers, partitions, sinks and other fixtures.
- Replace ceramic, ceiling, and floor tile.
- Assist in the replace or repair carpeting, drapes, plaster and dry wall.
- Assist in the replace broken glass and/or board up windows.
- Maintain public grounds by mowing lawns and collecting trash.
- Repair, replace, service and maintain electrical systems, including conduit and duct systems, light and power circuits, motor appliances, plugs, ballasts, fans, switches, bells, intercom and buzzer systems, clocks, and fire alarm systems.
- Assemble lighting fixtures and field lighting systems.
- Requisition supplies, parts, and labor needs.
- Load and unload equipment, tools, and other products related to light and heavy duty maintenance and repair activities.
- Perform routine preventative maintenance on buildings, grounds and equipment.
- Operates machinery such as sanders, planers, joiners, power saws; power drills, routers, pneumatic power tools, paint sprayer, power grinder and related equipment.
- Maintain inventory.
- Troubleshoot breakdowns or problems with site maintenance.
- Keep required records on work performed and plan and lay out assigned tasks.
- May be required to work shifts, weekends and/or holidays.
- Responds to on-call duty phone and emergency situations.

MINIMUM QUALIFICATIONS

Education, Training and Experience

- Graduation from high school or G.E.D.; AND
- A minimum of one (1) year full-time paid general maintenance experience.
- Additional coursework or vocational training in the semi-skilled trades desirable.

Licenses, Certificate and/or Special Requirements

- A valid California class “C” driver’s license, safe driving record, and proof of insurance are required at the time of appointment.

PLEASE NOTE: All employees who operate city vehicles are required by California State Law, as a condition of employment, to submit to drug and alcohol testing. Prior to hire, former employers will be contacted regarding drug and alcohol testing results.

QUALIFICATION

Knowledge, Skills and Abilities

- Knowledge of proper use and maintenance of tools and equipment including the operational characteristics of light and moderately heavy motorized equipment.
- Knowledge of basic mathematical principles.
- Knowledge of appropriate safety precautions and procedures.
- Knowledge of occupational hazards and standard safety precautions necessary in airport maintenance.

- Ability to perform heavy manual labor work assignments.
- Ability to identify and have knowledge of proper use of hand tools.
- Ability to perform building maintenance and repair work.
- Ability to work in close proximity to and learn to operate heavy motorized equipment.
- Ability to maintain an effective working relationship with fellow employees and the general public.
- Ability to safely drive/operate city vehicles and observe legal and defensive driving practices.
- Ability to observe all safety rules and regulations.
- Ability to understand and carry out oral and written instructions.
- Ability to perform, or learn to perform a wide range of general grounds and building maintenance and repair work not requiring the full spectrum of all journey-level skills.
- Ability to safely enter and work in confined spaces.
- Ability to work independently or with a crew.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The minimum lifting, pushing, pulling weight required in some of the assigned duties is up to 50 pounds. An employee may be subject to moving objects with or without assistance between 85 to 100 pounds. Work is performed outdoors; at times with exposure to inclement weather or under adverse conditions (tight spaces, etc.). Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

WORKING CONDITIONS

Depending on the assignment, work may be regularly performed indoors or outdoors. The employee will be exposed to inclement weather conditions. On a regular basis the employee may encounter dust, dirt, paint fumes, chemical and oily conditions, organic/inorganic decomposition and explosive or combustible substances. Slippery surfaces, high elevations, cramped positions, noise and vibrations are common frequent factors. Meeting deadlines are frequently encountered. Physical demands include continuous arm movements, walking, standing, bending, pushing and reaching. Must submit to random drug testing in accordance with the City's drug and alcohol policy as an employee who falls under the authority of the Department of Transportation (DOT).

FLSA Status: Non-Exempt
Bargaining Unit: HMEA
Civil Service Status: Classified

Revised: March 2022
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