

CITY OF CHEHALIS POSITION DESCRIPTION

Class Title: **Property Maintenance Worker**
Working Title: **Property Maintenance Worker**
Department: **Chehalis-Centralia Airport**

FLSA Status: Non-exempt
Union Status: Non-represented
Updated: December 2021

Position descriptions are intended to present a descriptive list of the range of duties performed by employees in the class. Descriptions are not intended to reflect all duties performed within the job.

NATURE OF POSITION:

This operational position performs a variety of non-technical and semi-technical tasks in the maintenance and management of the airport grounds, facilities, fuel systems, utilities, animal control, runway maintenance, and overall ground operations related to the airport.

SUPERVISION RECEIVED:

This position works under the general supervision of the Airport Property Maintenance Technician position, and reports to the Airport Maintenance Technician or the Airport Operations Coordinator/ Airport Director.

SUPERVISION EXERCISED:

None generally, however this position may train and/or give direction to seasonal, community service/inmate, and volunteer workers as needed on specific job assignments or tasks.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here.

Daily checks, clears, and monitors the runway for security, safety, and clearance of any wildlife.

Daily checks, monitors, and fills, fixes, and oversees the operation of the fuel system and fuel truck. Completes maintenance required or researches and finds most cost-effective way to safely maintain the equipment.

Fuel sticks the aviation fuel tanks, tests fuel, orders fuel and ensures the deliveries are correct and fuel quality meets FAA standards.

Maintains the hangars, garages, and structures, and corrects, constructs, and maintains the facilities and reports any adverse findings to the Airport Maintenance Technician or the Airport Operations Coordinator/ Airport Director.

Secures all areas of the airport and checks on any unusual activities and reports these to the Airport Maintenance Technician or the Airport Operations Coordinator/ Airport Director or to law enforcement as needed.

Assists the public with questions, concerns, and routes them to the proper authority as needed.

Maintains equipment in working order and/or researches and finds most cost effective and long-term solution to non-operating tractors, trucks, hand equipment, motors, and all other equipment.

Maintains pumps, including but not limited to removing debris as needed, trapping animals that may be destructive and providing back-up power if needed.

Plows runways or uses de-icing equipment on the runway as needed.

Clears debris from ditches, levee, runway protection zone, and fence lines as needed.

Builds, constructs, and repairs sidewalks, roads, buildings, landscape structures, and round-a-bout structures as directed.

Maintains property by mowing, spraying, weed removal, and trimming as needed. Performs seeding, fertilizing, top dressing, soil conditioning, watering, and the pest and weed control of grounds and open spaces.

Plants lawns, trees, shrubs, and flowers as directed.

Applies fertilizers, herbicides, and pesticides according to appropriate rules, regulations, and safety measures; provides clear and concise reports and maintains detailed records per application.

Painting, power washing, striping, blowing, cleaning, and maintenance of facilities, including, but not limited to caulking, repair of windows, doors, siding, roofing, patching, and repairing electrical problems, plumbing, and terminal card locks.

Performs all daily, monthly, and annual inspections of runways, wildlife control, pump inspections, AWOS inspections, and reports all findings to the Airport Maintenance Technician or the Airport Operations Coordinator/ Airport Director.

Maintains lighting, segmented circle wind indicator, precision approach path indicator, visual approach slope indicator and reports any problems to the Airport Maintenance Technician or the Airport Operations Coordinator/ Airport Director.

Fuels jets using the fuel truck upon request.

Operates and performs routine maintenance on specialized turf care equipment and tools, including sod cutter, edger, weedeater, aerator, tractors and mowers. Operates and maintains sprinkler systems and assists in the repair and installation of sprinkler lines and heads.

Collects and disposes of solid waste from buildings and grounds.

Assists with minor interior and exterior building maintenance including painting, plumbing, carpentry, roofing, and other semi-skilled trades work, including vandalism repairs.

Assists with new/remodel construction projects for airport facilities as directed.

Opens and closes, locks, and unlocks facilities as needed.

Prepares airport facilities for various programs including set up and removal of tables, chairs, platforms, electronic equipment, PA system, signs, barricades, etc.

Responds to public inquiries in a courteous manner; provides information within scope of authority and knowledge; and refers inquiries to the Airport Property Maintenance Technician, or Airport Operations Coordinator/ Airport Director as appropriate.

May be required to work weekends and before or after normal working hours. Participates in rotation of "on call" status and duties. Responds to emergencies and problems during and after normal working hours, as needed, in a timely and efficient fashion.

Keeps records of work completed.

Works with coworkers or independently, often with limited supervision. Maintains productivity and self motivation in accomplishing assigned tasks and duties.

Maintains a non-judgmental attitude in establishing and maintaining effective working relationships with other city departments and divisions, co-workers, supervisors, and the public.

Follows established procedures and meets adopted standards.

Follows all applicable safety rules and procedures.

Maintains current skills and knowledge in the proper and safe techniques of building maintenance and grounds maintenance functions.

Participates in, and successfully completes training and obtains/maintains certification and/or licensing in:

- Washington State Pesticide Applicators License (must obtain within 6 months of appointment to the position)
- First Aid/CPR including bloodborne pathogens and use of AEDs (required as scheduled by the city)

Maintains valid Washington State Drivers License.

OTHER DUTIES:

This position researches, orders, and picks up supplies for the office, or airport buildings as requested by the Airport Operations Coordinator/ Airport Director.

This position works to maintain the upkeep of the leased property and oversees the round-a-bout area as well as all property surrounding the airport.

In the event of an emergency the person in this position follows the emergency procedures for the airport.

This position is a full-time position based on airport requirements; it generally is scheduled for 40 hours a week.

Assists incoming pilots or passengers with transportation, directions to motels or other points of interests; works on the courtesy car as needed.

And such other related tasks, duties and responsibilities as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

Graduation from high school or GED equivalent; and
Minimum one year experience in landscape, horticulture, and maintenance work.

In place of the above requirements, any combination of education and experience that provides the applicant with the required knowledge, skills, and abilities to perform the job may be considered as qualifying.

Licenses, Certifications and Other Requirements:

Must possess a valid Washington State Drivers License with good driving record. Out of state applicants must possess valid license for state of residence and must obtain valid Washington State Drivers License within 30 days of appointment.

Must successfully satisfy a background investigation.

Knowledge Of:

Safe airport operations and aircraft movements.

Working knowledge of equipment, materials, and supplies used in landscape/grounds maintenance.

Working knowledge of tools, equipment and supplies used to do minor repairs of buildings, machinery and equipment.

Working knowledge of first aid and applicable safety precautions.

General knowledge of plants, shrubs, trees, and plantings appropriate for the geographical region.

General knowledge of the proper use, handling, application, and storage of potentially hazardous fertilizers, herbicides, and pesticides.

General knowledge of construction technology, materials and methods including carpentry, concrete work, plumbing and electrical.

Skilled In:

The operation of listed tools and equipment.

The operation of motor vehicles and equipment required to perform the essential job functions.

Ability To:

Use equipment and tools properly and safely.

Perform landscape and maintenance work including correctly pruning a variety of trees and shrubs.

Effectively communicate verbally and in writing, and to understand, follow and transmit written and oral instructions.

Read, comprehend, and write the English language.

Able to maintain confidentiality and work productively in time sensitive or stressful situations.
Able to work independently and make routine decisions without direct supervision.

Perform basic arithmetic calculations required for the position.

Perform the physical demands and essential duties and responsibilities described.

OTHER DESIRED SKILLS AND ABILITIES:

Possession of a current Washington State Flaggers Certification.

Possession of current First Aid / CPR certification.

Basic computer operations including Microsoft Office software, specifically MSWord and Excel.

MACHINES, TOOLS AND EQUIPMENT USED IN PERFORMING ESSENTIAL JOB FUNCTIONS:

The machines, tools and equipment described here are representative of, but not limited to, those that may be used by an employee to successfully perform the essential functions of the job.

Pick-up truck and utility trailer; snow plow/ dump truck; cars; tractors; tractor attachments (flail mower, tiller, fertilizer spreader, sweepers, augers, roto harrow, grading blade, aerator, chemical sprayer); commercial type riding lawn mowers; (large and small riding; walk behind); weed eaters; edgers; backpack blowers; chainsaws; walk behind sweepers; leaf vacuums; sewage pumps; air compressors; pressure washers; generators; welders; eccentric pumps; irrigation systems; painting supplies; plumbing tools; and various small hand tools.

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 the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is regularly required to: stand or sit (stationary position), walk (move, traverse), use hands/fingers to handle or feel (operate, activate, use, prepare, inspect, place, detect, position), climb (stairs/ladders), balance (ascend/descend, work atop, traverse), stoop, bend, kneel, crouch or crawl, talk/hear (communicate, detect, converse with, discern, convey, express oneself, exchange information), see (detect, determine, perceive, identify, recognize, judge, observe, inspect, estimate, assess), taste/smell (detect, distinguish, determine), push or pull, reach, perform repetitive movements/motion.

Specific vision abilities include close, distance, color and peripheral vision, depth perception, and the ability to adjust focus. Hand-eye coordination and manual dexterity is necessary to operate vehicles, a computer keyboard, keep records, utilize various pieces of office equipment and field machinery.

The employee must regularly perform Heavy Work – lifting and/or exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

The employee must be capable of responding quickly and appropriately to dangers presented by unusual vibration, sound, moving parts or broken equipment.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works near moving mechanical parts, including but not limited to cutting blades, moving aircraft, and in outside weather conditions. The employee frequently works in high, precarious places and is frequently exposed to wet and/or humid conditions, fumes, airborne particles, toxic or caustic chemicals, and vibration. The employee is occasionally exposed to risk of electrical shock.

The noise level in the work environment is often loud.

The employee is regularly exposed to Hazards and Atmospheric Conditions including: household cleaning supplies and/or basic office supplies (e.g., copy machine toner), fumes, dust, extreme temperatures (hot and/or cold), wet and/or excessive humidity, noise, vibration, mists or gases, mechanical hazards, chemical hazards, electrical hazards, traffic and vehicle hazards, burn hazards, body fluids and/or other potential sources of bloodborne diseases.

Duties are performed throughout the entire airport properties and include observation areas, storage buildings, shelters, restrooms, public streets, public buildings and offices as needed. Work may be required indoors and outdoors. Work may require mobility under and on top of and around structures, machinery and equipment. Work may take place on wet, loose, and/or uneven surfaces, and in some situations including but not limited to unsanitary, wet and/or humid conditions. It may involve working in confined spaces and above ground.

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The duties and responsibilities listed above are intended to be illustrative only of the type of work performed.

The omission of other specific duties does not exclude them from the requirements of the position if they are similar, related or logical assignments to the position.

The position description does not constitute an employment agreement between the City and the employee and is subject to change by the City as its needs and the requirements of the job change.