

# Bonner County Job Description



**Title:** Airport Maintenance Technician  
**Department:** Airports  
**Supervisor:** Airports Director/Manager/Foreman  
**Supervision Exercised:** None  
**Wage Grade:** 9  
**Job Description Revision:** 03\_22\_2017  
**Number of Vacancies:** [for recruitment use]  
**Open Date:** [for recruitment use]    **Close Date:** [for recruitment use]

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| <b>Posting Title</b> | Airport Maintenance Technician |
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| <b>General Summary</b> | <p>Performs a variety of skilled tasks including the operation of light to heavy duty vehicles and equipment. Maintains and repairs runways, taxiways, and ramp areas including plowing snow, weed removal, patching, etc. to ensure safe operation by airport users.</p> <p>Work is recurring with occasional variances from the norm, requiring a moderate degree of complexity in the operation of light to heavy equipment. Incumbent generally operates from established well-known procedures with the ability to solve practical problems using a variety of instructions. Requires the ability to apply standards of general airport maintenance to various situations and to take action within the parameters of the job. Incumbent works under general direction with regular supervision. Impact of this position is typically limited to the assigned project where most mistakes will be controlled and corrected, with some impact to airport users and some potential for high impact to the organization. Communicates regularly with others inside the organization and occasionally with members of the public or others outside of the organization. Work is typically performed in an outdoor setting with regular exposure to inclement weather conditions, safety concerns related to unsafe and otherwise uncomfortable conditions. Work generally involves low stress due to the work performed, but may have intermittent periods of high stress brought on by working long hours on continuous days. Typically does not require travel.</p> |
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| <b>Essential Functions</b> | <p>The essential functions include, but are not limited to, the following duties and responsibilities which are not listed in any particular order of priority and may be amended or added to by the County at any time:</p> <ol style="list-style-type: none"> <li>1. Operates a variety of pavement maintenance equipment that includes the use of light, medium and heavy equipment including, but not limited to, plow trucks, dump trucks, front-end loaders, backhoes, cranes, pickup trucks, forklifts, compressors, mowers and all other equipment used in the repair and maintenance of airport property. Also uses a variety of hand tools as needed within the parameters of maintenance and repair of airport pavements..</li> <li>2. Performs routine maintenance duties by removing litter, stones, dirt, and other debris from runway, taxiway, and ramp areas.</li> <li>3. Installs and maintains ditches and drainage culverts, fences, runway signs, delineators and other items and equipment that enhance the safe operations of the airport.</li> <li>4. Performs winter runway maintenance and snow removal through plowing and other activities to ensure that runway, taxiways, and ramps remain usable. Serves on call 24-hours, 7-days a week with 20 minute or less response time to dangerous pavement conditions.</li> <li>5. Maintain vegetation control by cutting, mowing and pruning, etc. using a variety of small and mechanized hand tools and power saws.</li> <li>6. Responsible for accuracy of job work card reporting.</li> </ol> |
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|  | <ol style="list-style-type: none"> <li>7. Identifies major problems with equipment in writing to the Maintenance Manager, or in his absence, the Airports Director/Manager. Ensures effective communication with the Manager for greater effectiveness in equipment maintenance and repair.</li> <li>8. Ensures that proper safety precautions, including signage, are maintained for the duration of the job.</li> <li>9. Responsible for the safe operation and cleanliness of the equipment to which incumbent is assigned. Assists in the maintenance of shop cleanliness and organization.</li> </ol> |
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| <b>Secondary Functions</b> | <ol style="list-style-type: none"> <li>1. May perform general labor as needed for the completion of assigned projects.</li> <li>2. May be required to assist during major airport events.</li> <li>3. Performs all other duties as assigned.</li> </ol> |
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| <b>Specifications</b> | <ol style="list-style-type: none"> <li>1. Ability to set priorities and accomplish work activities with a minimum of supervision and be able to develop and maintain harmonious working relationships with others, both inside and outside the organization.</li> <li>2. Ability to identify and skillfully use a variety of hand tools and mechanized light to heavy equipment used for runway, taxiway and ramp pavement maintenance and repair operations.</li> <li>3. Ability to safely operate a variety of motor vehicles used for runway maintenance, repair and construction including, but not limited to, pickup trucks, dump trucks, sand trucks, front-end loaders, backhoes, tractors, mowers, dozers, motor graders, etc.</li> <li>4. Ability to read and use a variety of maps.</li> <li>5. Ability to carry out instructions in written, oral, or diagram form.</li> <li>6. Must maintain a personal or home phone in working order for the duration of employment.</li> <li>7. Ability to read and comprehend regular instructions as well as safety rules, maintenance instructions, regular correspondence, etc.</li> <li>8. Ability to communicate effectively, both orally and in writing.</li> <li>9. Must possess a valid class A CDL driver's license and clean driving record.</li> </ol> |
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| <b>Working Conditions</b> | <p>Ability to perform those physical activities necessary to complete the essential functions of the job with the available resources, either with or without reasonable accommodation. Requires regular exposure to inclement conditions and temperature as incumbent performs job in an outdoor setting for much of the time. Other time is spent in a shop setting, thereby exposing employee to related mechanical hazards. Work involves regular exposure to vibration, oils and other fluids, extreme heat and cold, and other hazards including exposure to mechanical parts, electrical current, excessive noise, etc. Requires regular communication with others (hearing and talking, both in person, over the telephone and over air radio communications); regular pulling and lifting in excess of 50 pounds; frequent fingering, grasping, walking, and repetitive motions. Frequent climbing, reaching, feeling, standing, and all other physical actions needed to perform the essential functions of the job. Requires good general vision.</p> |
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| <b>Disclaimer</b> | <p>This job description is not an employment agreement or contract and management reserves the right to modify when necessary per Bonner County policy. Bonner County is an At Will Employer</p> |
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I have reviewed and agree this Job Description accurately reflect the current responsibilities of my position. I also acknowledge that it will be placed in my Personnel File.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please Print Name: \_\_\_\_\_