

# **Airport Maintenance Worker Tompkins County**

**Department:** Airport

**Classification:** Competitive -Pending Jurisdictional Classification

**Labor Grade:** BC Grade 7

**Approved:** 5/2024

**By:** HB, Deputy Commissioner of Human Resources

## **MINIMUM QUALIFICATIONS:**

- (a) Graduation from High School or possession of a high school equivalency diploma **AND** one year of full-time paid (or the equivalent part-time and/or volunteer) experience in either maintenance work or general building construction or in one or more of the standard trades such as carpentry, plumbing, or electrical; **OR**
- (b) Two year of full-time paid (or the equivalent part-time and/or volunteer) experience in either maintenance work or general building construction work, Cleaning
- (c) Any combination of training and experience equal to or greater than that specified in (a), (b), or (c) above.

**Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.**

## **SPECIAL REQUIREMENT:**

Possession of a valid NYS Driver's license to operate a motor vehicle at the time of application. Maintenance of such license for the duration of employment.

## **DISTINGUISHING FEATURES OF THE CLASS:**

This is a broad class covering many types of recurring facilities maintenance work with responsibility for performing semi-skilled mechanical and other building maintenance tasks, and for assisting skilled workers in a variety of construction, maintenance, cleaning or repair work by performing the less skilled duties of the trade. Although a working knowledge of one or more trades is necessary. General instructions are received regarding routine jobs with detailed instructions on new, unusual, or difficult assignments. Work is performed under immediate or general supervision, depending upon the nature of the task or assignment. The incumbent will perform all related duties as required.

## **TYPICAL WORK ACTIVITIES:**

- Serves as a general handyman performing a variety of semiskilled duties;
- Checks building or area of responsibility as directed to insure building systems are operating (e.g., HVAC, elevators, lights, roof, doors);
- May install, maintain and replace locks, and orders or cuts keys; Performs semiskilled work in masonry, carpentry, electrical, HVAC, plumbing, or painting operations, cleaning and construction work;
- Helps install and repair wiring systems and electric fixtures and equipment;
- Performs minor repairs on windows, doors, floors, ceilings, walls, roofs, and other parts of buildings; Does interior and exterior painting;
- Helps install and repair general plumbing equipment, such as sinks, toilets, and baths;

- Performs cleaning and repairing boilers, cooling towers, heat pumps, air handling units, pumps, heaters, pipe lines, valves, traps, and other mechanical/ventilating systems;
- Removes snow and ice from building entrances, walks, driveways, pathways, steps, and parking lots; Makes deliveries, loads and unloads materials, and moves furniture and equipment;
- Picks up and hauls recyclables and trash;
- Check door alarms during terminal operations periods
- Mixes mortar, plaster and concrete and assists in laying brick, plastering walls, and finishing concrete work;
- Depending upon location, may repair, rebuild, and refinish recreation or office equipment;
- Operates trucks, snow plows, snow blowers, automobiles, air compressors, lifts and other motorized equipment crack sealer, paint machines.
- Assists a skilled mechanic and individually performs semiskilled repair work in connection with the repair, maintenance, and overhauling of motor equipment.
- Perform general grounds maintenance activities such as keeping grounds free of litter and debris, mowing, weed-eating, raking, reseeding, fertilizing, and trimming shrubbery, and mulching;
- Cleaning of terminal - Sweep, mop, and wash floors and stairs; • Dust chairs, tables, desks, and other furniture; • Move furniture, supplies and other equipment; • Clean walls, windows, bath fixtures, equipment, and furniture daily; • Use heavy mechanical equipment in stripping, waxing, and polishing floors; • Empty wastebaskets, collect and dispose of trash and recyclable materials; • Arrange chairs and tables and other equipment for special use of building; Polish furniture and brass; • Replace light bulbs, soap and towels;
- Participates in lockout/tag-out training;
- Performs other semiskilled duties as necessary.
- May be called on to assist in loading and unloading baggage for Commercial aircrafts

#### **KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Working knowledge of the common practices, tools, terminology, and safety precautions of one or more of the mechanical or construction trades;
- Ability to understand and carry out oral and written instructions;
- Ability to establish and maintain good interpersonal working relations;
- Ability to perform work requiring physical exertion such as lifting, digging, and repetitive motion; Ability to maintain simple written records or logs;
- Ability to identify potentially hazardous or unsafe conditions (e.g., asbestos, confined space, electrical hazards);
- Ability and willingness to follow safety policies (e.g., for PPE, asbestos, lockout/tag-out, confined space, MSDS, lifting);
- Ability to operate and/or maintain a variety of maintenance equipment (e.g., scaffolding, pumps, lifts), grounds keeping equipment (e.g., riding and walk-behind mowers, weed-eater, leaf blower, trimmers, chain saw, pressure washer), snow removal equipment (e.g., snow-blower, plow, spreader), and other vehicles (e.g., trucks, vans, dump trucks);
- Working knowledge of common cleaning, disinfecting methods, materials and equipment; • Skill in the use of cleaners and maintenance equipment (e.g., vacuum cleaner, carpet shampooer, and floor buffer); • Ability to understand and follow simple oral and written directions; • •
- Willingness to work outdoors in all weather conditions;
- Willingness to be exposed to dust, dirt, grease, grime, offensive sights, and odors;
- Skill in the use of a variety of hand and power tools (e.g., hammer drill, table saw, jigsaw, circular saw, reciprocating saw, miter saw, grinder, sander, plane, router, welding equipment, drill press, radial arm saw);
- Mechanical aptitude;
- Manual dexterity;
- Initiative; thoroughness; dependability and good judgment are all required personal characteristics. The employee's physical and mental condition shall be commensurate with the demands of the position.

Originally created 5/2024

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