



AIRPORT/FERRY MAINTENANCE AND OPERATIONS LEAD

Department: Planning and Public Works

Job Code: 565300

Pay range: Maintenance/Trades 15

FLSA: Non-exempt

Represented: No

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

GENERAL FUNCTION: Employees in this class are responsible for ensuring the completion of day to day operations and facility maintenance work for the Pierce County Planning and Public Works Department county airport and ferry assets and infrastructure.

ESSENTIAL FUNCTIONS:

- Act as liaison with customers and the general public regarding airport operations.
- Maintain and repair airport facilities and runway lighting system.
- Oversee the operations of the airport fuel station.
- Assist in the development and implementation of airport policies, procedures, and guidelines according to local, state, and federal guidelines and regulations.
- Collect rental and lease fees for hangar and tie down spaces and deposit fees collected.
- Maintain accurate records relating to maintenance and operational activities, such as lease payment records, fuel logs, incident reports, etc.
- Participate in the planning, development, and implementation of scheduled site expansion, renovations, or new construction.
- Act as a liaison with F.A.A. personnel as needed.
- Assign work to other employees in the maintenance and repair of grounds, facilities and equipment, ensures tasks are completed correctly and in a timely manner.
- Assist in the budgeting process for the airport and ferry facility.
- Coordinate the scheduling of public events at the airport as necessary.
- Maintain security policies and procedures at airport and ferry facilities.
- Perform the duties associated with the Airport/Ferry Maintenance and Operations Technician.
- Maintain regular, predicable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Work a flexible schedule, which may include evenings, weekends, holidays, and overtime.
- Meet travel requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.

OTHER JOB FUNCTIONS

- Coordinate emergency related activities with local, state, and federal authorities.
- Perform various other duties as needed in order to maintain the total airport facility.
- May be required to report to work as needed during emergencies and may be subject to 24-hour on-call availability.

SUPERVISION RECEIVED AND EXERCISED: Work is performed under the supervision and direction of the Maintenance Supervisor and is reviewed through conferences, reports, and results achieved. This position leads and assigns the work of airport/ferry maintenance and operations personnel.

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WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. Work is performed in indoor facilities and outdoors in all types of environmental and physical conditions; work in inclement weather including snow and ice conditions, is required. Incumbents are exposed to dangerous situations, including hazardous materials, fumes, oils, gases, diesel fuel, cleaning solvents or chemicals, power tools and equipment, loud noises, and operating equipment in adverse weather conditions. Frequent travel to various work locations and job sites is required, by vehicle or on-foot, over various types of terrain, including that which is uneven, slippery, wet, snowy, icy, and muddy. Extended periods of standing, bending, lifting, and carrying parts and equipment is required.

PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions. Required physical activities are twisting, balancing, climbing, kneeling, bending, stooping, crouching, reaching, lifting, carrying, dragging, pushing/pulling, and adequate vision and manual dexterity to operate tools and perform maintenance on equipment or facilities. Driving of vehicles and operating a variety of large equipment, at times in dangerous weather conditions is required. Driving to various work sites and locations is required.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- F.A.A. rules and regulations and/or aviation procedures.
- Rules and regulations of working over and/or near waterways.
- Basic record keeping principles and supply procurement.
- The standards, methods, materials, tools, and equipment used in maintenance, repair, and construction work and general knowledge of one or more of the following: carpentry, plumbing, electrical, mechanical, HVAC, painting, masonry, and other related maintenance trade areas.
- The codes and regulations applicable to one or more trades.
- Occupational standards, safety, and hazardous precautions associated with various trades, construction areas and airports.

Skill in:

- Use and operation of personal computer and related office equipment.
- The use and operation of shop equipment, hand/power tools, and related trades equipment and materials.

Ability to:

- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Determine needs and make any repairs necessary for the operation of the facility.
- Keep accurate records and prepare necessary reports.
- Establish and maintain effective working relationships with employees, customers, F.A.A., private businesses, and the general public.
- deal courteously and tactfully with the general public, and airport tenants.
- work independently with minimal supervision.
- perform routine building maintenance, repair, and construction work.

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- Plan projects, estimate cost and material necessary to complete assignments, plan and lay out projects, prioritize work, ensure compliance with codes and standards, and oversee assignments through project completion.
- Follow oral and written instructions.
- Establish and maintain effective work relationships with superiors and co-workers;
- Perform a variety of maintenance tasks such as painting, plumbing, general repair work, equipment maintenance and repair, trimming, cutting, etc.
- Use and operate a VHF radio system.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Effectively persuade, inform, educate, train, solicit information, motivate, and direct a wide variety of individuals and groups.
- Understand and follow written and verbal instructions.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Work a flexible schedule, which may include evenings, weekends, holidays and overtime, and is subject to 24-hour on-call availability.
- Physically perform the essential job functions; work within the established working conditions of the position.
- Meet the travel requirements of the position.

MINIMUM RECRUITING REQUIREMENTS TO APPLY: Four or more years of progressive responsible airport maintenance or airport operations experience with a minimum of 1 year of supervisory or lead experience is required. Additional related education or experience may substitute for the recruiting requirements. Knowledge and familiarity of aviation, airport operations, F.A.A. regulations and a pilot's license is highly desired.

CERTIFICATION AND LICENSE REQUIREMENTS: A valid Washington State driver's license is required of the position. Must possess or have the ability to obtain a valid Commercial Driver's License (CDL) Class "A" with airbrake restriction removed within the first 12 months of employment. Satisfactory physical condition may be required as indicated by a County-approved physical examination. Certification as an American Association of Airport Executives (AAAE) is highly desired. Certain positions in this class may be required to possess or have the ability to obtain licenses required by the state, local, or federal code or regulations.