

ORANGE COUNTY CLASS SPECIFICATION

TITLE: AIRPORT MAINTENANCE SUPERVISOR **GRADE:** 12

TITLE ABBREVIATION: AIRPT MAINT SUPV **TITLE NO.:** 6064

JURIS.CL: C **SALARY CODE:** 01 **UNIT:** **EEO CODE:** SC **FLSA CODE:** NE

DEPARTMENT: PUBLIC WORKS **DIVISION:** COUNTY AIRPORT

SUPERVISOR'S TITLE: DIRECTOR OF AVIATION

DISTINGUISHING FEATURES OF THE CLASS: This is a position involving responsibilities for initiating and supervising all maintenance and repair duties necessary for the upkeep of the airport's buildings and grounds. Employees in this class are also responsible for the operation and repair of vehicles used in maintaining the grounds. General direction is received from the Director of Aviation, allowing considerable leeway for the exercise of independent judgment in airport maintenance activities. Direct supervision is exercised over maintenance personnel. Does related work as required. On 24-hour call.

TYPICAL WORK ACTIVITIES:

1. Inspects all airport buildings, grounds, parking lots, roads, aeronautical equipment and vehicles;
2. Supervises maintenance personnel and participates in repairing buildings including garage hangar doors, windows, interior and exterior walls, oil fired furnaces, water pumps, plumbing equipment, sewer and water systems, and air circulating systems;
3. Maintains and repairs electric fixtures of taxiway and runway lighting; floor lights, beacon lights, electric motors and other airport electrical equipment;
4. Supervises maintenance operations of: snow plows, rotary snow blowers, fire crash equipment, dump trucks and other earth moving and grounds maintenance vehicles;
5. Supervises and performs maintenance of airport fuel farm, dispensing vehicles and equipment;
6. Performs fueling of aircraft as required;
7. Maintains and repairs heavy and light motor driven equipment;
8. Schedules and supervises unskilled personnel in janitorial and custodial care;

9. Purchases goods and services, providing specifications and technical information;
10. Acts as a supervising member of fire and disaster squad when on duty and when emergency conditions exist.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of standard practices, tools, materials and safety precautions used in maintenance and repair of buildings and mechanical equipment; good knowledge of airport maintenance practices and field operations; ability to operate trucks and other specialized automotive equipment; ability to supervise the work of others; mechanical aptitude; dependability; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: EITHER:

- A. Graduation from high school and (3) three years of work experience in general airport maintenance or construction work; OR
- B. Seven (7) years of work experience in general airport maintenance or construction work.

SPECIAL REQUIREMENTS: Must possess and maintain a valid Commercial Driver's License with a "B" classification (CDL-B).

REVISED: 06/30/17 AT