

**MAJOR FUNCTION**

This is supervisory and technical maintenance and repair work involving the airport's terminal, control tower, fire station, maintenance complex, parking services office/booths, maintenance complex, and other ancillary facilities. The incumbent is charged with ensuring the proper operation, maintenance, repair and enhancement of designated mechanical and operating systems. Work is performed with considerable independence under the administrative direction of a higher-level supervisor. Work is reviewed through observation, conferences, reports, and by results obtained.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Supervises and oversees all routine HVAC maintenance repair work for the terminal, control tower, fire station, maintenance complex, parking services office/booths, maintenance complex, and other ancillary facilities. Performs routine and preventative maintenance of systems and infrastructure at the terminal building, ARFF building and FAA Tower including HVAC/Refrigeration, roof, motorized equipment, jet bridges, baggage carousel and conveyors, boilers and the oil and water separator. Coordinates the work of contractors for more serious problems and monitors their work for compliance with specified standards. Supervises and directs the work of employees assigned to manage the daily operation, maintenance, preservation, and enhancement of structural, mechanical and operating systems and equipment to ensure compliance with designated standards. Responds to and resolves complaints regarding air conditioning, heaters, mechanical, technical, plumbing and roofing problems. Makes routine repairs or adjustments to equipment. Provides technical trade services such as carpentry, concrete, pressure washing, painting, signage removal/installation, and gate repairs (mechanical components), as needed to preserve or enhance the structural components of the facility and its mechanical systems. Monitors contract maintenance work by vendors. Maintains inventory of tools and supplies. Obtains quotes for materials, supplies and services and interfaces with the Computerized Maintenance Management System (CMMS) for accurate record keeping. Responsible for the preparation of the annual expenditures for the unit. Recommends the selection, advancement, transfer, discipline, dismissal and grievance adjustment for supervised staff. Conducts performance reviews and recommends the approval or disapproval of merit increases. Performs related work as required.

**Other Important Duties**

Assists supervisor as directed. Assists with emergency preparedness and disaster relief planning and coordination. Performs related work as required

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Considerable knowledge of routine maintenance and functioning of air conditioning and heating equipment of large or commercial buildings. Considerable knowledge of potential safety risks and hazards to ensure personal and occupant health and safety, and to ensure conformance with OSHA standards. Considerable knowledge of the operation and care of equipment, tools and supplies related to trades practiced. Ability to perform routine maintenance of mechanical operating systems. Ability to read and interpret blueprints. Ability to recognize and define building safety, fire and living hazards. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to oversee and direct the work of others in a manner conducive to full performance and high morale. Skill in the use of computers and some associated programs and applications.

**Minimum Training and Experience**

Possession of a high school diploma or an equivalent recognized certificate and four years of technical work experience that includes the maintenance and repair of heating and air conditioning

systems and other structural, mechanical and operating systems and equipment in non-residential buildings, or an equivalent combination of training and experience.

Necessary Special Requirements

Must possess a valid State Commercial Driver's License (CDL) and endorsement(s) appropriate for the vehicle(s) to be operated; or must have passed the appropriate written CDL test/endorsement(s) and obtained a CDL permit and within 60 calendar days from date of employment, must obtain the appropriate CDL license as a condition for continued employment.

Must possess a Class B Air Conditioning Contractor's License.

In accordance with 49 CFR Part 1542, must successfully complete a fingerprint-based criminal history records check and personal background check prior to employment.

Established: 05-13-06

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