



An Equal Opportunity Employer

Title:	Tri-Cities Airport Terminal and Building Maintenance Lead
Department:	Operations and Facilities Maintenance
Reports To:	Facilities Manager – Tri-Cities Airport
FLSA Status:	Union, Full-time, Non-exempt
Salary:	In Accordance with Collective Bargaining Union Contract

*This description represents the **essential functions and accountabilities** of the position. The knowledge, skills, abilities, education, experience, licensing or certifications are representative of the requirements necessary for successful performance of these essential functions/essential accountabilities.*

JOB SUMMARY:

The Port of Pasco Tri-Cities Airport consists of over 2,270 acres including airfield, Terminal Building with commercial air service activities, general aviation flight line, Industrial Park and Business Center, agriculture, and recreational leased properties. The primary responsibility of the maintenance and operations department is to properly maintain and provide safe conditions for aircraft, the public and tenants using the airport. In doing so, duties will vary from day to day and will be assigned by the Facilities Manager or appointed supervisor. This position will focus on the maintenance and performance of buildings and facilities at the Tri-Cities Airport. It will also perform a variety of unskilled or semi-skilled tasks in the care and maintenance of runways, grounds, equipment, and fixtures. at the Tri-Cities Airport and perform other assignments or duties as required.

ESSENTIAL FUNCTIONS & DUTIES:

-
- Lead person responsible for completing Airport Terminal, hangar, and building maintenance work.
 - Works closely with Facilities Manager and other Airport Admin to prioritize Terminal/hangar/building work.
 - Coordinates Terminal, hangar and airport building maintenance projects, including performing the necessary work, and assisting with the scheduling, planning, and organizing of work.
 - Coordinates use of equipment in buildings, such as floor scrubbers and other relevant equipment.
 - Assists in training new employees and existing employees in Terminal and hangar/building related tasks.
 - Acts as a lead person in absence of Manager.
-

- Operates and maintains a wide variety of power and construction equipment, including but not limited to: trucks, sweepers, tractors with attachments, snow removal equipment, small loaders, road plows, mowers and bobcats, riding lawn mower, dump truck, scissor lift, boom truck, road grader, backhoe, air compressor, air rifle for nuisance pest control, tractor with trailer model spray pump and tank or weed mower, gas and electric chain saws, jack hammer; and other vehicles/equipment over 25,000 GVW.
- Operates advanced heavy equipment such as P and H series Oshkosh trucks with snow removal attachments, large tractors, and front-end loaders.
- Operates power mower to mow lawns and fields of airport.
- Drives light truck to haul dirt and trash and to move equipment.
- Possess a working knowledge of various machinery, equipment, and the skills to accomplish building, grounds, and vehicular maintenance.
- Welding experience in gas arch TIG MIG
- Performs weed and erosion control, consisting of hand work as well as machine work such as field mowing, herbicide spraying, or snow removal.
- Assists skilled tradesmen and other maintenance personnel.
- Capable of assisting in all aspects of snow removal, including but not limited to snowplow operations, hand shoveling, and sanding procedures.
- Performs general maintenance duties including maintaining, repairing and/or remodeling buildings, fixtures, furniture, grounds, fences, gates, graded, paved and concrete surfaces.
- Performs heavy manual labor.
- Performs duties in conformance with property health and safety; observe all safety regulations and carry out the work without endangering fellow employees or the public.
- Plants, waters, fertilizes, and prunes shrubs and plants to beautify airport grounds.
- Cleans runway drain ditches, catch basins, and drains, and fills holes in fields and grounds, using shovels, hoe, and rake.
- Uses hand tools to repair damaged fences, replace defective or damaged gates, parking ticket dispensers and weathered traffic signs.
- Possess a flexible schedule to allow for overtime work situations, early morning and/or late-night snow removal, and other special events or emergencies.
- Periodically, maintenance personnel shall assume the duties of the airport guards and custodians.
- Maintenance position personnel interface with the public and tenants of the Port of Pasco. Personal grooming and conduct shall be appropriate so as to not reflect a negative manner.
- Ability to acquire knowledge and use of communication radios, understand and comply with Federal Aviation Regulations.
- Read and understand Material Safety Data Sheets (MSDS).
- All other reasonable duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES:

- Working Knowledge and experience with electrical, plumbing and HVAC a plus.
-

- Working Knowledge and experience with painting interior/exterior, drywall repairs, carpentry, tile work and construction finish work.
- Basic math skills.
- Working knowledge of various machinery, equipment and skills to accomplish building, grounds, construction and vehicular maintenance.
- Ability to interpret instructions, both written and oral; communicate effectively both orally and in writing; comprehend and use the English language effectively.
- Ability to work effectively with others and accept supervision and technical guidance as necessary
- Write and/or print legibly and accurately.
- Capable, mature and willing to accept responsibility.
- Ability to prioritize a variety of projects and multiple tasks in an effective and timely manner; work independently and meet critical time deadlines.
- Use tact, initiative, and prudence with Port tenants and the public.

REQUIRED EDUCATION & EXPERIENCE:

Education & Experience Requirements:

- High School diploma, or G.E.D. equivalency.
- Minimum of five (5) years general equipment and building maintenance experience.
- Or an equivalent combination of education and experience that would provide the necessary knowledge, skills and abilities to successfully perform the essential functions of the job.

Licenses, Certifications & Other Requirements:

- Must be 18 years old.
- Must be a US citizen or authorized to work in the United States.
- Possess a valid Washington state driver's license, or ability to obtain within 3 months of employment.
- Meet the minimum Motor Vehicle Standards of Port's auto insurance carrier.
- First Aid and CPR certificates or take and pass at the next training opportunity offered by the Port of Pasco.
- Certified Public Operator Pesticide License Category 3 or take and pass at the next training opportunity offered by the Port of Pasco, if requested.
- Must be able to regularly and punctually attend work at the office or other location(s).
- Must successfully pass a pre-employment drug screening, medical examination and 10- year background investigation required by the Transportation Security Administration.
- Pass the Federal Aviation Administration training modules on operating at an airport.

WORKING CONDITIONS:

Environment:

- Both indoor and outdoor working environment with exposure to dust and airborne particles; subject to a variety of extreme weather conditions; susceptible to mechanical, chemical, electrical, as well as other safety hazards associated with repair and maintenance activities. The noise level in the work environment and facility grounds can be noisy, and the position requires frequently working from heights; ladders, rooftops, towers, manlifts, scissor lifts and boom lifts occasionally in excess of 100 feet. Due to the nature of the work, it may be necessary for this position to work flexible hours, including occasional evenings and weekends.

Physical Requirements:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to communicate accurately and thoroughly. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, sitting, crawling, climbing all day and manual dexterity. The employee must frequently lift and/or move items over 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform essential job functions.
- Operation of a motor vehicle.

SELECTION GUIDELINES:

- The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.
- The job classification description does not constitute an employment agreement between the Port of Pasco and employee and is subject to change by the Port as the needs of the Port and requirements of the position change.
- The Employer retains the right to change or assign other duties to this position.

EEOC Notice: The Port prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.