



Job Description: **Airport Maintenance / Traffic Control Superintendent**

Location: Airport

Department/Division: Public Works

Reports to: Airport Supervisor / Special Projects

FLSA: Exempt

Pay Range: 40

Definition: Supervises and implements the maintenance of traffic and school signals; maintains streetlights; maintains airport buildings, runways, and runway lighting.

Essential Functions: (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class.)

Tasks:

- Performs inspections and maintenance on all traffic signals and school crossing signals; City streetlights; inspects for any problems related to proper functioning traffic signals; replaces light bulbs as indicated; wires control cabinets and performs field wiring on some of the traffic and school signals and streetlights; maintains signs and lights on airport property.
- Assists Public Works staff with the coordination of pavement marking and other traffic control activities.
- Plans and schedules personnel, equipment, and materials for projects; prioritizes work projects; and coordinates work with contractors.
- Operates various equipment necessary to complete tasks at hand, such as pickups, bucket truck, payloader, tractor, fuel truck, snowplow truck, and ground maintenance equipment.
- Maintains records and logs of work projects performed; maintains inventory and orders materials and supplies as necessary.
- Supervises assigned full time and temporary employees.
- Maintains buildings at airport; inspects and maintains heat and air conditioning systems.
- Repairs and performs preventative maintenance on all equipment.
- Maintains airport grounds surrounding runways and facilities; keeps airport safety zones clear.
- Fuels and moves aircraft at the airport when indicated.

- May acts as the Airport Supervisor in the absence of the Airport Supervisor.
- Removes snow at the airport.

Knowledge, Skills and Other Characteristics

- Knowledge of FAA regulations, policies and procedures concerning municipal airports.
- Knowledge of Uniform Traffic Codes.
- Knowledge of building and electrical codes.
- Knowledge of pavement marking codes and general practices.
- Knowledge of building maintenance practices and procedures.
- Skill in installing, maintaining, and adjusting traffic signals.
- Skill in maintaining airport signal tower, building, taxiways, and runways.
- Skill in technical electrical wiring and maintenance work.
- Skill in safely testing, inspecting, maintaining, and prioritizing the maintenance/repair of airport facilities and grounds.
- Skill working on high structures or in trenches.
- Skill following written and oral instructions.
- Skill in establishing cooperative work relationships with those contacted in the course of work.
- Skill in maintenance of vehicles and equipment.
- Skill in responding to Airport and Public Works emergencies.

Qualifications: A high school diploma or GED, Class B Commercial Driver's License; three (3) years general maintenance work which includes electrical or electronics repair.

Driver's license requirement:

☐ Essential
☐ Non-essential
☒ CDL required

Physical Qualifications:

Below are activities that are commonly associated with the performance of the functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Definitions for the listed activities are defined by the American with Disabilities Act. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

- This will be medium work physically with exertion up to 50 pounds of force occasionally, and/or up to 10 pounds of force frequently.

- Regularly required to reach, stand, walk, push, pull, lift, finger, grasp, feel, talk, hear, have repetitive wrist, hand and/or finger movement.
- Occasionally required to climb, stoop, kneel, crouch, and/or crawl.
- Must have close visual acuity.

Work Environment:

Environmental or atmospheric conditions commonly associated with the performance of the functions of this job as defined by the Americans with Disabilities Act.

- Subject to both inside and outside environmental conditions including extreme cold and heat.
- Subject to noise and a loud work environment.
- Subject to vibration.
- Subject to work hazards.
- Subject to atmospheric conditions (fumes, odors, dust, mist, gases, or poor ventilation).
- Function around prisoners.
- May be required to wear a respirator.
- May be required to work in confined spaces with a wet and humid environment.
- The following environmental conditions may exist while this person is performing their job task: dirt, dust, fumes, odors, excessive noise, wetness, humidity, welding flash, heat, cold, chemicals, and other unpleasant weather conditions.

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be an exhaustive list of all job duties performed by personnel so classified. An employee will also perform other related job responsibilities as assigned. Management reserves the right to revise or amend duties at any time. This job description does not constitute a written or implied contract of employment. Management reserves the right to change job descriptions, job duties, functions, and requirements.