

**SOUTH BEND INTERNATIONAL AIRPORT
ST. JOSEPH COUNTY AIRPORT AUTHORITY**

POSITION: Maintenance Worker

FLSA STATUS: Non-Exempt

REPORTS TO: Maintenance Manager

HOURS OF WORK: Generally work schedule of 1st or 2nd shift hours. Holidays, weekends, and other shift hours may be required due to business necessity.

QUALIFICATIONS:

Education: High School diploma or equivalent with emphasis on technical or shop courses such as woodworking, mechanics, metal shop, and drafting.

Experience: Demonstrated experience in mechanical, electrical and/or heavy equipment operation as well as building maintenance. Experience in carpentry, drywall repair, painting and pavement repair preferred.

Licenses: Maintain valid Driver's License
Commercial Driver's License (CDL) helpful

Other: Must have mechanical ability; be able to use power and hand tools and materials commonly used in construction and maintenance work; to operate heavy equipment; and, to perform a variety of general construction and repair tasks. Knowledge of Microsoft Office programs and computer-aided graphics helpful as is the ability to read blueprints and mechanical/schematic drawings. Must have the ability to communicate effectively both verbally and in writing; to remain calm during emergency situations; to prioritize multiple requests for service calls; and, to adapt to a changing environment and assignments. Must have the ability to establish and maintain effective working relationships; to professionally deal with difficult situations; to solve problems in creative ways while utilizing sound judgment; and, to maintain accurate and complete records. Must be able to work independently as well as with others; to effectively and impartially enforce regulations and airport policies; and, to maintain confidentiality.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Perform daily inspection and repair of all lighting in the terminal, airfield, and safety buildings.
- Perform grounds maintenance such as mowing, trimming, tree relocation, etc. Operate heavy equipment to complete assigned work such as digging trenches and lawn equipment and trailer sprayer to disperse chemicals.
- Perform snow removal using a variety of small and heavy equipment.

- Repair asphalt and concrete surfaces as needed, including preparation and marking of runways and taxiways.
- Repair and maintain electric pivot lift gates and replace broken gates as needed.
- Must be able to utilize two-way communications equipment and to recognize control tower lighting signals.
- Replace or repair plumbing equipment and assist with plumbing repairs in all buildings owned by Authority as needed.
- Perform carpentry work using building materials and general mechanical repair work on motorized Authority vehicles, as well as cleaning and maintenance of all such vehicles.
- Assist with the repair and maintenance of the carousel luggage belts and equipment and the jet bridges and control circuits to ensure continuous functionality.
- Perform necessary painting inside, and on the outside of, Authority buildings.
- Complete work order requests from Authority and Tenants in a timely and courteous manner.
- Repair perimeter fence and replace ground level as needed.
- Weld metal and fabricate sheet metal to make replacement parts as needed.
- Perform regularly scheduled inspections of all overhead doors, drains, water heating units, and restroom plumbing and repair as needed.
- Perform weekly inspection and repair of lighting for the inside and outside areas of all Authority buildings including the statute area.
- Design and layout graphics for signage as needed.
- Perform weekly lighting and supplies inventory and submit replacement orders to supervisor as needed.
- Stay current in professional and technical fields and attend appropriate conferences and seminars as directed.
- Attend internal and external Committee and management staff meetings as needed.
- Maintain intra- and inter-departmental cooperation and teamwork.
- All employees are expected to be part of our customer service team as Dedicated Customer Care Specialists.
- Perform any other duties as may be assigned to ensure the safe and efficient operation of the airport.

PHYSICAL REQUIREMENTS:

- Work is frequently performed in a maintenance shop environment as well as extensive periods of time outdoors.
- Exposure to dust, grease, excessive noise or vibration, noxious gas or fumes and/or extreme outdoor weather conditions may be frequently expected.
- Must be able to climb ladders and work at heights occasionally.
- Ability to push, pull, lift and carry up to 50 pounds.
- Position requires frequent reaching with hands and arms, standing, and walking.
- Ability to frequently climb, kneel, crouch, bend, and crawl are required.
- Ability to sit for occasional periods of time.
- Vision abilities required include close, distant, color peripheral, depth and the ability to adjust focus.

- Work performed requires the ability to speak and hear.
- Position is required to constantly drive Authority vehicles on Airport grounds and public highways.

Key:

Constant Physical Requirement: 67% or more of the day

Frequent Physical Requirement: 33-66% of the day

Occasional Physical Requirement: 0-32% of the day

Revised: 05/11/2016

Carpenter

- Ability to use carpentry hand tools
- Install and build cabinets and shelving
- Finish trim work
- Build metal and wood walls
- Set windows and door frames
- Install carpet
- Install floor tile
- Drywall repair and paint
- Install and repair suspended ceiling
- Ability to read and build from blue print drawings
- Ability to build a project material list
- Estimate project duration and man-hours
- Journeyman certificate preferred