



**POSITION: Airfield & Facilities Maintenance Worker**  
Airport

*Duties include but are not limited to:*

Performs a variety of unskilled, semi-skilled and skilled tasks related to airfield, facilities, and ground maintenance. This includes corrective and preventative maintenance, construction, carpentry, demolition, and remodeling projects for Airport airfield and facilities; maintains HVAC systems located in Airport structures. Job description attached.

**SALARY RANGE:**

Salary is currently subject to pending union negotiations.

**MINIMUM  
QUALIFICATIONS:**

High school graduation or GED equivalent plus a minimum of two (2) years experience in facilities maintenance to include skills in construction, carpentry, HVAC maintenance; plumbing and electrical, heavy equipment operation or any equivalent combination of experience and training which demonstrates the ability to perform the above described duties.

Possession of or ability to obtain at time of hire a valid Oregon commercial driver's license of the required classification to operate assigned vehicles and a safe driving records. Possession of or ability to obtain Airport Safety and Operations Specialist (ASOS). Ability to communicate essential information.

**DESIRABLE  
REQUIREMENTS:**

Ability to perform arc welding tasks on heavy and light steel. Have basic first aid and CPR certificate.

**FINAL CANDIDATE SELECTED FOR POSITION WILL BE REQUIRED TO PASS A DRUG SCREENING AND A THOROUGH DMV CRIMINAL HISTORY INVESTIGATION.**

**HOW TO APPLY:**

***Request application packet from:***

Oregon Employment Dept, Redmond Office  
2158 SE College Loop, Suite B  
Redmond, OR 97756  
Phone: (541) 548-8196 x324  
Fax: (541)548-6379  
E-mail: [Charlene.V.Miller@state.or.us](mailto:Charlene.V.Miller@state.or.us)

**CITY OF REDMOND APPLICATION, CURRENT RESUME, AND LETTER OF INTEREST**

(indicating why you want to be considered for this position) must all be received by the above Employment Office **no later than 5:00 PM, Friday, September 22, 2006**. Faxes are acceptable if received by the deadline and are complete.

It is the policy of the City of Redmond that there will be no discrimination or harassment on the basis of age, disability, gender, marital status, national origin, race, religion, sexual orientation, or veteran status in any educational programs, activities, or employment. The City of Redmond makes employment decisions based upon the evaluation of an individual's qualifications, ability and potential to contribute to the success of the City. Persons having questions about equal opportunity and nondiscrimination should contact the Recruitment Director (Sharon Harris) in the Human Resources department at (541) 923-7738.

If you require special accommodations for testing, interviewing or other employment-related activity, you must provide 48 hours notice to the ADA Coordinator Sharon Harris at (541) 923-7738, or through the Telecommunications Relay Service (TRS) which enables people who have difficulty hearing or speaking in the telephone to communicate to standard voice telephone users. If anyone needs TDD (Telecommunications Device for the Deaf) or STS (Speech To Speech) assistance, please use one of the following TRS numbers: 1-800-735-2900 (voice or text), 1-877-735-7525 (STS English) 1-800-735-3896 (STS Spanish).

**Normally, only those applicants who are selected to be interviewed will be notified. If you have not been contacted by the City of Redmond within 15 working days following the closing date of the position, it is likely you have not been selected for an interview.**

Equal Opportunity / Affirmative Action Employer  
Drug Free Workplace

**This announcement is not an implied contract and may be modified or revoked without notice.**



Employees of the City of Redmond recognize that providing the finest customer service to our citizens and co-workers is best accomplished through INTEGRITY, ACCOUNTABILITY, LEADERSHIP, CREATIVITY, AND RESPECT

## CITY OF REDMOND

## POSITION DESCRIPTION

**POSITION TITLE:** Airfield & Facilities Maintenance Worker  
**DEPARTMENT:** Airport  
**FLSA STATUS:** Non-Exempt  
**SALARY GRADE:** Grade 8  
**EMPLOYEE GROUP:** Union / Represented

### **PURPOSE OF POSITION:**

Performs a variety of unskilled, semi-skilled and skilled tasks related to airfield, facilities, and ground maintenance. This includes corrective and preventative maintenance, construction, carpentry, demolition, and remodeling projects for Airport airfield and facilities; maintains HVAC systems located in Airport structures.

### **ESSENTIAL JOB FUNCTIONS:**

**Buildings:** Performs Airport building maintenance and repairs such as scheduled general maintenance for HVAC components and electrical computerized controls, plumbing, interior and exterior of all structures of the Airport.

Performs overall maintenance of terminal; picks up and removes trash, replaces light bulbs, and performs light duty cleaning; washes interior and exterior windows, and sidewalks. Responds to requests from the public or tenants regarding maintenance problems.

**Grounds:** Performs turf, landscape, shrub, tree, and flower bed maintenance and operates and maintains irrigation system and equipment

Performs concrete and finish work such as sidewalks, street patch repairs, ramps, pads, and driveways; set forms, pour concrete and completes final finish work.

**Airfield:** Performs airfield grounds maintenance with heavy equipment such as tree removal, grading of safety areas, weed removal, trenching, and general airfield grooming.

Performs airfield inspections and is responsible for posting NOTAMS in changing weather conditions, maintenance and security inspections on gates and fence lines. May suspend operation off runways or taxiways during maintenance.

Performs repair of potholes with cold or hot mix asphalt; pavement and tie down maintenance and repair; paints markings, repairs and replaces signs and posts; plows snow and applies sand and cinders for ice control; sweeps paved areas.

**Equipment Operations:** Operate in a competent, safe manner a variety of vehicles and equipment required to perform duties including, but not limited to:

Automobile, backhoe, pickup/utility truck, 5 yard dump truck, sweeper, chain/trimming saws, snow plow/blower, miscellaneous power and hand tools, grader, weed eaters, lawn edgers, loader, riding and manual lawn mowers.

Performs general maintenance on facilities maintenance vehicles such as safety, oil and operation checks, Also cleans interior and exterior of vehicles weekly. Performs general maintenance and minor repair on heavy equipment such as graders, front-end loaders, and snow plows. Repair and maintenance of mowers and other grounds related equipment.

Responsible for determining braking action on runways in snow and ice conditions and communicating this to the Tower and airlines. May lead to closure of Airport.

Carries emergency pager so as to respond to aircraft and/or maintenance emergencies.

Coordinates with Tower when on the airfield with contractors.

May assume the duties of the superintendent in his/her absence.

Assists other Airport maintenance personnel with tasks such as road repairs, landscaping, irrigation, and snow removal.

### **JOB QUALIFICATIONS REQUIREMENTS:**

#### **Mandatory Requirements:**

High school graduation or GED equivalent plus a minimum of two (2) years experience in facilities maintenance to include skills in construction, carpentry, HVAC maintenance; plumbing and electrical, heavy equipment operation or any equivalent combination of experience and training which demonstrates the ability to perform the above described duties.

Possession of or ability to obtain at time of hire a valid Oregon commercial driver's license of the required classification to operate assigned vehicles and a safe driving records. Possession of or ability to obtain Airport Safety and Operations Specialist (ASOS). Ability to communicate essential information.

#### **Desirable Requirements:**

Ability to perform arc welding tasks on heavy and light steel. Have basic first aid and CPR certificate.

### **SUPERVISION RECEIVED:**

Work is performed independently or as part of a work crew often without direct supervision after assignment of duties. The employee generally works under the direct supervision of the Airport Operations and Maintenance Manager.

### **SUPERVISORY RESPONSIBILITIES:**

This position is not a supervisory position. Employee may assist in direction, guidance or training in operational procedures to other employees.

### **PHYSICAL DEMANDS:**

The physical demands represent those that must be met by an employee to successfully perform the essential functions of this job.

While performing the manual duties of this job, the employee is frequently required to stand; walk; sit; use hand to finger, handle, or operate objects, tools, or control; reach with hands and arm; climb or balance; and stoop, kneel, crouch, or crawl; and talk or hear.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

While performing the duties of this job, the employee frequently works in outside weather conditions; near moving mechanical parts; vibrations; exposed to fumes, airborne particle, chemicals, occasionally works in high, precarious places and is occasionally exposed to wet conditions. The employee is frequently exposed to adverse weather conditions.

The noise level in the work environment is usually moderate, except during certain maintenance duties when noise levels may be loud.

This position will be shift work that includes weekends, evenings and holidays.

**TOOLS AND EQUIPMENT USED:**

Automobile, backhoe, pickup/utility truck, 5 yard dump truck, sweeper, chain/trimming saws, snow plow/blower, miscellaneous power and hand tools, grader, weed eaters, lawn edgers, loader, riding and manual lawn mowers.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate, except during certain maintenance duties when noise levels may be loud.

While performing the duties of this job, the employee occasionally works near moving mechanical parts, in high and precarious places and frequently exposed to outside weather conditions, fumes or airborne particles, toxic or caustic chemicals, and vibration.

**This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or logical assignment to the position.**

**The job description does not constitute an employee agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.**

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*Winton Platt*  
Operation and Maintenance Manager

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*July 1, 2006*  
Date

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*Sharon Harris*  
Human Resources Director

Adopted: May 1, 1996  
Revised: July 1, 2001, July 1, 2006