



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**

**POSITION: AIRFIELD & FACILITIES MAINTENANCE WORKER**  
*Airport*

*This is a full-time, AFSCME Council 75 union represented position.  
Excellent City benefit package when eligible.*

*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 GRADE:**

**Grade 9: \$2970 – \$3650 per month**

**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.

**Special Requirements/Licenses:**

Possession of or ability to obtain Airport Safety and Operations Specialist (ASOS).

Possession of, or ability to obtain within six (6) months, a valid Oregon Commercial Drivers' License of the required classification to operate assigned vehicles and a safe driving records.

**Desirable Requirements:**

Ability to perform arc welding tasks on heavy and light steel.  
Basic first aid and CPR certification.

**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, August 3, 2007**. Faxes are acceptable if received by the deadline and are complete.

*Only those applicants who are selected to participate in the interview process will be notified.*

**Final candidate(s) selected for a position will be required to pass a drug screening and a thorough FBI background & criminal history investigation.**

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).

**Equal Opportunity / Affirmative Action Employer  
Drug Free Workplace**

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

**AFSCME Council 75 Union  
Airport & Public Works**

**Disclosure Statement**

During the recruitment process the City would like to inform prospective employees that if they are selected for a represented position within the Airport or Public Works department they will be subject to a collective bargaining agreement between their division and the City.

The City currently recognizes AFSCME Council 75, as the sole and exclusive bargaining representative for Airport and Public Works. AFSCME acts as a bargaining agent for the purposes of establishing rates of pay, hours of work, employee benefits, and other conditions of employment for represented, non-supervisory, and non-confidential regular employees.

Compulsory membership in the Union is not, and shall not, be a prerequisite for employment. However, any employee who objects to membership in the Union and chooses not to belong on the basis of bonafide religious tenets of a religious body of which the employee is a member, shall make a payment in lieu of dues to the Union or mutually agreeable charitable organization. Such payments shall be equal to current Union dues.

More detailed and specific information may be obtained from the Union President.



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## **CITY OF REDMOND**

## **POSITION DESCRIPTION**

**POSITION TITLE:** Airfield & Facilities Maintenance Worker  
**DEPARTMENT:** Airport  
**FLSA STATUS:** Non-Exempt  
**SALARY GRADE:** Grade 9  
**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.

Performs related work as required.

### **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.

#### **Special Requirements/Licenses:**

Possession of or ability to obtain Airport Safety and Operations Specialist (ASOS).

Possession of, or ability to obtain within six (6) months, a valid Oregon Commercial Drivers' License of the required classification to operate assigned vehicles and a safe driving records.

#### **Desirable Requirements:**

Ability to perform arc welding tasks on heavy and light steel.  
Basic first aid and CPR certification.

### **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 described here are representative of those that must be met by an employee to successfully perform the essential functions. While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee is required to stand, walk, and use hands to finger, handle, feel or operate objects, tools or controls. The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch or crawl; and talk or hear.

The employee must occasionally lift and/or move up to 50 pounds and rarely lift and/or move more than 100 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.

**TOOLS AND EQUIPMENT USED:**

Backhoe, 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, mobile radio and aviation radio. This position requires use of City vehicles.

**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 job functions.

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.

Employees in this position are required to work in areas or around equipment which may meet or exceed the OSHA Hearing Conservation sound level. Employees in this position will participate in the City of Redmond Hearing Conservation Program.

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

**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.**

*Carrie Novick*  
Airport Manager

*March 1, 2007*  
Date

*Sharon Harris*  
Human Resources Director

**ADOPTED: May 1, 1996**  
**REVISED: July 1, 2001; March 1, 2007**