

# HELENA REGIONAL AIRPORT AUTHORITY

## AIRPORT MAINTENANCE DEPARTMENT

### Airport Vehicle, Heavy Equipment, and Systems Technician Position Description

#### **GENERAL:**

Under general supervision, performs routine operations and maintenance work related to all Airport vehicles, heavy equipment, and facilities using various equipment, specialized tools and materials. Each of the maintenance positions contributes specific requirements for specialized training in one or more maintenance disciplines.

#### **EXAMPLES OF DUTIES:**

The following are examples of typical duties performed by the position; this list is not restrictive or all-inclusive:

- ➔ Complete specialized maintenance and repairs of a wide array of airport vehicles and equipment including pickup trucks, mowers, tractors, fire trucks, fire training systems, and specialized diesel-powered snow removal and other heavy equipment.
- ➔ Ability to diagnose and repair computer based/electronic systems on vehicles and heavy equipment using computers and software.
- ➔ Coordinate and perform technical repair and maintenance of airport facilities, vehicles, and fire training equipment and systems.
- ➔ Construct, repair and maintain asphalt and concrete surfaces. Operate airfield painter for markings on the runways/taxiways as well as landside streets and parking lots.
- ➔ Construct, repair and maintain airfield electrical systems, lighting and signs.
- ➔ Record and maintain records pertaining to preventive and corrective maintenance of equipment, systems and associated facilities.
- ➔ Operate heavy equipment, e.g., dump trucks, fire trucks, loaders, field mowers and large, complex snow removal equipment.
- ➔ Perform routine housekeeping duties, including cleaning of buildings, tools and Airport vehicles.
- ➔ Use radios to maintain contact with other airport staff, Air Traffic Control Tower, and emergency service mutual aid while operating on an active airfield environment.
- ➔ Perform periodic safety inspections on all Airport facilities and equipment. Complete necessary documents for reporting of Airport conditions and equipment.
- ➔ Other duties as required and/or directed, including repair and maintenance of Airport surfaces; clean sewers and manholes and other duties required to maintain the Airport.

#### **SPECIALIZED DUTIES:**

Perform Aircraft Rescue and Fire Fighting (“ARFF”) duties as required by FAA regulations; be proficient in operating and maintaining fire apparatus; must successfully complete ARFF certification within six (6) months of employment and must pass ongoing annual ARFF recertification.

Willingness to occasionally travel to technician schools to obtain training related to maintenance and repairs of specialized one-of-a-kind airport equipment including fire trucks, and snow removal equipment.

### **LICENSE:**

Possess a Montana motor vehicle operator's license with a driving record acceptable to the Airport's insurance carrier. Successfully complete ARFF certification within 180 days of employment.

### **SPECIAL CONDITIONS:**

Work environment is dictated by the activities of the Airport; duties occur in both indoor and outdoor settings under potentially adverse weather conditions. Extended periods in difficult work environments may occur as a result of emergency and/or inclement weather conditions. Maintenance staff may intermittently be subject to stress as a result of critical timing schedules, human behavior and emergency conditions.

Maintenance staff may be required to perform shift work during extended hours, including nights, early mornings, weekends, and holidays. The Helena Regional Airport is open 24 hours per day, 365 days per year.

Must have the ability to work in all Airport-owned or managed buildings and adjust to working conditions and environment without disrupting routine procedure or Airport operations. Work schedules may vary and may include weekend, day, evening, holiday, or night shifts as required by Airport operations and tenant requirements.

Requires occasional heavy lifting, standing, climbing, walking, reaching, stooping, crouching, kneeling and crawling. Raising, lowering and climbing ladders is required. The work environmental noise level may frequently be loud. Work around 480, 3-phase power is required. Maintenance staff must maintain good physical health in order to conduct the job duties – a physical examination may be required. If required the airport will pay for the cost of examination.

Must submit to mandated TSA fingerprint investigation and five-year background criminal history records check. Any disqualifying offenses prior to or following hire requires termination of employment.

**The successful candidate will be required to serve a minimum six-month probationary period and may be terminated with or without cause during the probationary period.**

## **REQUIRED QUALIFICATIONS:**

Extensive knowledge of tools, methods, technology, and materials used to repair and maintain passenger cars, light duty pickups, and heavy, specialized diesel-powered equipment.

Ability to:

- Perform skilled maintenance work to a variety of vehicles and equipment.
- Use required tools, shop and diagnostic equipment with skill and safety; understand and perform safe work practices.
- Understand and carry out written and oral instructions, including basic use of computers, email, radio and telephone equipment.
- Establish and maintain cooperative relationships with individuals contacted in the course of work, including other employees, Airport tenants, and the general public.
- Acquire basic knowledge of all federal regulations applicable to the operations of a commercial service airport.
- Acquire basic knowledge of airport security regulations.

## **EXPERIENCE:**

Five to ten years of experience in commercial diesel and automotive maintenance and repair preferred, as well as general knowledge of various other maintenance skills such as welding, plumbing, painting, electrical, computer based systems, and mechanical repair work. Knowledge of operation of large fire trucks/snowplows and/or other heavy equipment including dump trucks and loaders.

## **EDUCATION:**

High school diploma or GED required. Post-secondary technical training in diesel technology required. May substitute years of experience in place of post-secondary education. Must possess, or be willing to successfully complete ARFF training and certification.

Some positions require certification or trade license; must hold or be able to secure required certification/license as necessary.

**Position Application Period Closes 5:00 p.m. Friday February 10, 2023.**