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Bargaining Unit: TC  
JCN: 6501/6502

County of El Dorado  
June 1990

PA # 2/ATC.1-3

Revised: July 2012

## AIRPORT TECHNICIAN I/II

### DEFINITION

Under immediate or general supervision, performs both routine and skilled work in the ~~main-~~tenance construction, modification, maintenance, and repair of the County's airports and related infrastructure; maintains airport equipment, facilities, runways and equipment; maintains airport safety and security grounds in safe and provides working conditions; assists in the enforcement of airport regulations and in the implementation of emergency services response procedures; and performs related duties as assigned.

### DISTINGUISHING SUPERVISION RECEIVED AND EXERCISED

Receives immediate or general supervision from the Airport Operations Supervisor. Exercises no direct supervision over staff. May exercise technical and functional direction over and provide training to lower-level staff.

### CLASS CHARACTERISTICS

Airport Technician I: This is the entry-level classification in the Airport Technician class in this series. Initially under ~~close~~immediate supervision, incumbents learn and perform a variety of duties in aviation services and airport operations and maintenance. ~~This class is alternately staffed with Airport Technician II and incumbents may advance to the higher level after gaining experience and demonstrating proficiency, which meet the qualifications of the higher-~~As experience is gained, assignments become more varied, complex, and difficult and close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level ~~class-~~usually perform most of the duties required of the positions at the II-level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

~~Airport Technician II is the skilled working level class in this series. Incumbents are expected to perform the full range of duties with minimal supervision.~~ Airport Technician II: This is the fully qualified journey-level classification in the Airport Technician class series. Positions at this level are distinguished from the I-level by the performance of the full range of duties as assigned, working independently under less supervision than the I-level, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

While this class contains some work elements found in maintenance classes, it is distinguished from them in that these duties relate specifically to aviation services and airport operations. This class is further distinguished from Airport Operations Supervisor in that the latter has day-to-day supervisory and administrative responsibility for aviation services and airport operations.

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Positions in the Airport Technician class series are flexibly staffed and positions at the II-level are normally filled by advancement from the I-level, after gaining the knowledge, skill, and experience which meet the qualifications for and after demonstrating the ability to perform the work of the higher-level class.

**EXAMPLES OF ~~DUTIES~~TYPICAL JOB FUNCTIONS (Illustrative Only)**

- > Performs maintenance and repair work on airport buildings, facilities, and grounds; performs building maintenance and construction work including ~~carpentry~~carpentry, painting, electrical, plumbing, and custodial work; coordinates construction and repair work with contractors; performs brush clearance and grounds keeping work.
- > Provides first response support in emergencies; contacts appropriate ~~agencies~~agencies as necessary; provides emergency services by operating fire extinguishers.—
- Responds to requests for information from airport visitors.
- Performs a variety of general office support work, including preparing deposits and monthly billing, collecting payments and providing receipts; and inputting data into appropriate systems; generates reports and documents.
- > Conducts routine safety and security checks of airport grounds, facilities, and buildings; reports and/or corrects problems to ensure safe operation of the airport.—————
- > Checks and secures airport terminal and other buildings at the beginning and end of the work day; periodically checks for trespassers, vandals, and other unauthorized persons and vehicles; notifies proper authorities as necessary.-
- > Assists aircraft operators in parking and tie down activities; services aircraft by adding fuel and engine oil, and washing windshields; collects and records fuel and tie-down fees; provides information to pilots and the public.————
- > Accepts fuel deliveries; monitors fuel quality and inventory; checks fueling equipment.-
- > Maintains the airfield by changing and repairing runway and taxiway lights and resetting breakers, patching and sweeping runways and taxiways, and clearing drainage structures.—————
- > Performs maintenance and repairs on airport equipment and vehicles; operates and maintains a variety of vehicles and equipment such as trucks, tractors, sweepers, snowplows, and power and hand tools.——
- > Keeps records and maintains various files related to the work performed; uses a radio to receive and dispatch information; such as weather and runway advisories.—
- > Orders and maintains an adequate inventory of materials and supplies.
- ~~Attendance and punctuality that is observant of scheduled hours on a regular basis.~~
- > Performs ~~other~~related duties as assigned.

## QUALIFICATIONS

**NOTE:** The level and scope of knowledge and skills listed below are related to job duties as defined under Distinguishing Characteristics

*Some knowledge and abilities may be gained by employees at the entry (I) level while in a learning capacity.*

### **Knowledge of:**

- o ➤ Principles, practices and terminology of airport operation, maintenance, and services.
- o ~~Tools, Methods, materials, tools, and equipment and supplies used in the maintenance~~ troubleshooting, maintaining, and repair ~~of~~ repairing airport buildings, facilities ~~electronic, electrical, plumbing, equipment, and grounds.~~
- o ➤ ~~Federal Aviation Administration~~ systems; performing general carpentry and ~~state~~ rules ~~construction work; and regulations governing airport operations~~ maintaining and safety. ~~Airport security, safety~~ repairing asphalt, concrete, and emergency plans. ~~unpaved areas.~~
- ~~Operation and~~ Maintenance and repair of automotive and construction equipment.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Principles of mathematics.
- The operation and minor maintenance of a variety of hand and power tools, vehicles, and light to heavy power equipment.
- Operational characteristics of specialized construction maintenance and repair equipment.
- Occupational hazards and safety equipment and practices related to the work.
- Principles and procedures of recordkeeping and reporting.
- o ➤ The operation and maintenance of airport fire fighting firefighting equipment.
- o ➤ Safe work methods and safety practices related to the work.
- ~~Basic office administration~~ Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the operation of standard office meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

### **Ability to:**

- Perform skilled and unskilled work in the construction, maintenance, and repair of County buildings, equipment, and facilities, including electronic and electrical equipment and systems.
- Operate and maintain specialized tools used in carpentry, plumbing, electrical, welding, concrete work, and related building trades.
- o ➤ Measure and calculate angles, lengths, volumes, and electrical/electronic factors such as computers, typewriters, calculators, etc capacity and resistance.

### **Skill in:**

- o ~~Operating fire extinguishers, extinguishing fires and administering aid.~~
- ~~Responding~~ Design, layout, and prepare sketches for construction, carpentry, and related projects.

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- ~~Estimate necessary materials and equipment to complete assignments.~~
- ~~Read and interpret manuals, specifications, drawings and blueprints.~~
- ~~Respond~~ quickly and effectively in emergency situations.
- ~~Conducting~~~~Conduct~~ safety and security checks to identify problem situations.
- ~~Fueling~~~~Fuel~~ aircraft safely and efficiently.
- ~~Operating~~~~Operate~~ and ~~maintaining~~~~maintain~~ a variety of vehicles, equipment, and tools.
- ~~Maintaining and repairing airport buildings, facilities and equipment.~~
- ~~Making accurate arithmetic calculations and keeping basic records.~~
- ~~Understanding and following oral and written instructions.~~
- ~~Exercising~~Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment ~~in performing duties without supervision.~~—within general policy, procedural, and legal guidelines.
- ~~Establishing~~Establish, maintain, and ~~maintaining~~foster positive and effective working relationships with those contacted in the course of ~~the~~ work.

**Other Requirements:**

- ~~Must possess a valid driver's license. Must regularly maneuver equipment weighing up to fifty pounds.~~

**Education and Experience:**

Any combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying.

Airport Technician I:

Equivalent to graduation from high school;

AND

Two (2) years of experience in general building and facility maintenance work.

Airport Technician II:

In addition to ~~the~~ above, one (1) year of airport operations and maintenance experience at a level equivalent to the County's class of Airport Technician I.

Licenses and Certifications:

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➤ Possession of, or ability to obtain and maintain, a valid California or Nevada Driver's License and a satisfactory driving record.

### **PHYSICAL DEMANDS**

Must possess ~~NOTE:~~ The above qualifications are typically accepted ways of obtaining the required knowledge and skills. mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work, to work around machines, to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various County sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds, or heavier weights with the use of proper equipment. Reasonable accommodations will be made for individuals on a case-by-case basis.

### **ENVIRONMENTAL CONDITIONS**

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspaces, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.

### **WORKING CONDITIONS**

May be required to be on-call; work during emergencies; and to work various evening, weekend, or holiday shifts.