

## Job Description

Job Title: Airport Maintenance Trainee

Job Code: 906800

Job Family: Infrastructure

Pay Grade: JC.12.12

FLSA: Non-Exempt

EEO: Service/Maintenance Workers

Department/Agency: Countywide

Position Number(s):

Recommended Position Title(s): Airport Maintenance Trainee

The following Core Competencies apply to everyone and are essential to all County jobs:

- Accountability – Follows-up on and meets commitments, takes ownership for work, and possesses a strong ability to stay focused on individual, department, and County results.
- Communication – Clearly and effectively expresses ideas and thoughts (verbally and in writing); listens actively.
- Customer Focus & Public Relations – Builds positive internal and external customer relationships; is committed to customer satisfaction; assumes responsibility for solving customer problems and ensures commitments to customers are met.
- Initiative – Independently acts to resolve problems and provide solutions; seeks out new responsibilities; generates new ideas; practices self-development.
- Safety – Understands and supports safety standards as required by the job; keeps the workplace clean and safe.
- Teamwork – Encourages and facilitates cooperation, pride, and trust among the team; fosters commitment and team spirit; works cooperatively with others to achieve overall goals.

### Essential Duties:

- Performs routine semi-skilled tasks under general supervision in the completion of general maintenance tasks supporting operations of airport facilities, water systems, fleet services, and rail services; performs maintenance duties such as painting, light plumbing, cleaning shop and equipment areas; builds, fixes, and maintains fencing; completes basic preventative maintenance on building/plant equipment; assists skilled workers in completing a variety of semi-skilled and skilled tasks; assists with special projects.
- Performs general facility and grounds maintenance functions requiring operation of powered equipment, vehicles, and tools; uses a variety of small and large tools and operates a variety of light duty equipment and attachments including: tractors, trucks, skid steer loader, and snow removal equipment; performs pre-trip inspections of trucks and equipment; completes commercial mowing and snow removal; applies chemicals and spreads fertilizers, herbicides and soil amendments; aerates and seeds landscaping; trims and prunes shrubs and trees; repairs soil erosion; collects trash from grounds areas and recycling from office areas to dispose of accordingly; completes pavement patching and crack sealing.
- Provides general customer service to various airport customers and contractors.

### Supervisory Responsibilities:

- Yes  No This position is also responsible for the supervision and leadership of employees, which includes making employment-related decisions and/or recommendations, and formally evaluating performance.

*Duties and responsibilities, as required by business necessity may be added, deleted or changed at any time at the discretion of management, formally or informally, either verbally or in writing. Scheduling and shift assignments and work location may be changed at any time, as required by business necessity. Johnson County Government requires reference/background screening for all positions. Specified criteria may vary by Department/Agency.*

## **Job Description**

### Minimum Job Requirements:

A high school diploma or equivalent and a **valid driver's license with** an acceptable driving record are required. Employment in this position is limited to temporary, seasonal, on-call employment, or no longer than three months employment for full-time employees. For full-time employment to continue, the incumbent must obtain their Class B CDL within three months of employment and advance to an Airport Maintenance or a specialized Maintenance position.

*Johnson County Government requires reference/background screening for all positions. Specified criteria may vary by Department/Agency.*

### Preferred Job Requirements:

One year of related experience is preferred.

### Education/Experience Substitutions:

Yes  No Experience may be substituted for degree.

Yes  No Education may be substituted for experience.

### Physical, Environmental, and Special Working Conditions:

Excessive standing and/or walking: 60%

Exposure to extreme temperatures, heights, and loud noises.

Lifting weight: 50 lbs.

On call/stand-by work

Safety-sensitive job

Weather essential job – Department Essential; County Essential

Uniform required

Physical abilities, including mobility, agility, strength, dexterity, balance, coordination, and/or endurance.

All County employees may be called upon to assist other departments/agencies in a declared emergency situation.