

# AVAILABLE POSITION!!

## City of Greenville/Mid-Delta Regional Airport Service Manager/Maintenance Mechanic Job Description

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Exempt (Y/N): <u>No</u>	Job Code: <u>500B</u>
Salary Level: PROPOSED \$14.86	Shift: 07:00 AM– 3:30 PM
Division: <u>Maintenance</u>	Location: <u>Airport</u>
Supervisor: <u>Airport Director</u>	Employee Name: _____
Prepared By: Human Resources	Date: _____
Approved By: Airport Director	Date: _____

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### **SUMMARY:**

Manage day to day operations of the airport maintenance division. Also supervises the employees of this division. Prepares work orders which involves scheduling, consulting with drivers, making assignments for mechanics, assisting with difficult problems, and consulting with others regarding the condition of all vehicles and equipment.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES (other duties may be assigned):**

- 1) Supervise the maintenance repair program for airport equipment.
- 2) Manage the inventory of all parts and supplies in the Airport shop.
- 3) Ability to supervise the work of other employees.
- 4) Ability to communicate with the Greenville Control Tower
- 5) Repair electrical and hydraulic systems for Fire vehicles, tractors, mowers, and other vehicles and equipment
- 6) Repair or replaces defective parts. Installs special functional and structural parts in devices. Lubricates and cleans parts.
- 7) Performs preventive maintenance.
- 8) Troubleshoots
- 9) Inventory and maintain control of tools and equipment assigned and purchased for the shop

### **SUPERVISORY RESPONSIBILITIES**

- 1) Directly supervises the Maintenance Division of the Airport.
- 2) Assist in interviewing, hiring, and training employees.
- 3) Responsible for the overall direction, coordination, and evaluation of this unit

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- 4) Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

### **QUALIFICATIONS REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 1) Knowledge of maintenance methods.
- 2) Ability to supervise workers.
- 3) Ability to work with the general public
- 4) Ability to work by self motivation
- 5) Knowledge of the day to day operations of the Mid-Delta Regional Airport
- 6) Ability to communicate with airport personnel and airport fire department.

### **EDUCATION AND/OR EXPERIENCE:**

- 1) High School Diploma/ GED Preferred
- 2) Associate's Degree or equivalent from a two year college or technical school, or eight or more years of related experience may be substituted for educational requirements.

### **LANGUAGE SKILLS:**

Individual must be able to speak English. Also should be able to read and follow verbal and written directions. Should also possess the ability to read and interpret documents and safety rules.

### **CERTIFICATES, LICENSES, AND REGISTRATION**

Valid MS Driver's License

### **PHYSICAL DEMANDS:**

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

- 1) While performing the duties of this job, the employee is regularly required to speak or hear. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls and reach with hands and arms. The employee is occasionally required to stand, walk, and sit.
- 2) The employee must regularly lift and/or move up to 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.

## **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.

- 1) While performing the duties of this job the employee regularly works near moving mechanical parts and in outside weather. The employee is occasionally exposed to high, precarious places and is occasionally exposed to toxic or caustic chemicals, so all safety guidelines set forth should always be followed.

CITY OF GREENVILLE IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

DEADLINE TO APPLY: May 20, 2011 @ 5:00 P.M.

**April 26, 2011**