

**PEACHTREE CITY AIRPORT AUTHORITY  
JOB DESCRIPTION**

**POSITION TITLE:** LEAD AIRPORT MAINTENANCE WORKER

**DEPARTMENT:** AIRPORT OPERATIONS

**REPORTS TO:** AIRPORT MAINTENANCE SUPERVISOR

**POSITION SUMMARY:**

This skilled position is responsible for the maintenance of designated airport grounds and systems at Atlanta Regional Airport - Falcon Field (KFFC). This position assists in supervising a crew of maintenance workers to ensure airport discrepancies are resolved efficiently and in a timely manner. Work involves the maintenance of all airport owned infrastructure including but not limited to: airport lighting and navigational aid (NAVAID) systems; runway and taxiway surfaces; fuel storage systems; airport security monitoring & fencing systems; grounds and vegetation; hangars and buildings. Work includes the operation and maintenance of service vehicles, mowers, tractors, shop equipment, skid steers, backhoes, and hand tools. Must provide excellent customer service to internal and external customers. The position is expected to promote the use of airport products. Work is performed under the direct supervision of the Airport Maintenance Supervisor.

**POSITION DUTIES:**

Must be able perform and lead any delegated tasks and assignments, and ensure all tasks and assignments are being conducted in a safe and efficient manner. Ensure staff compliance with safety and operations procedures. Provides input on needs of the department, equipment purchases, and long term maintenance planning. Performs routine and non-routine maintenance on airport lighting and navigation aid systems, including the replacement of damaged or missing fixtures, bulbs, directional windcones, etc. Performs periodic inspections of all lights and schedules appropriate maintenance when needed. Must be able to safely navigate in an Airport Operations Area (AOA) and communicate/coordinate movement to aircraft via an Aviation radio. Assists with the placement of orders and inventory levels of all necessary bulbs and replacement fixtures.

Performs periodic inspection of all paved surfaces in the airport to determine general condition and need for repairs. Performs minor repairs on the runway, taxiway, aircraft parking apron, and auto parking lot surfaces as necessary.

Must be able to identify and log airport/airfield discrepancies. Must be able to identify and log resolved discrepancies.

At the direction of the direct supervisor, performs routine and non-routine maintenance on airport fuel storage systems. Performs periodic inspections of the system and coordinates repairs and or filter changes with the fuel supplier as necessary.

Performs periodic inspections of the airport perimeter fence as well as the airfield lighting & NAVAID systems and makes repairs as needed. Ensures that all gates are properly secured. Conducts animal control and/or wildlife mitigation as necessary.

Mows and maintains designated grounds and grassed areas at the airport. Establishes mowing schedule and implements same. Performs routine and non-routine maintenance on tractors and mowing equipment.

Picks up and disposes of litter; empties trash cans; loads and unloads material, supplies, equipment, trash, and other debris.

Collects stormwater outfall samples.

Performs routine and non-routine maintenance on all offices, hangars, and buildings, and structures owned and operated by the authority. Operates a variety of hand and power tools in the performance of these duties.

Performs daily safety checks on equipment, mowers, and vehicles; cleans and maintains tools, equipment, vehicles, etc; reports mechanical or other defects to direct supervisor.

At the direction of the direct supervisor, conducts periodic safety inspections of all ramps, hangars, tie-down ropes and anchors, flight line equipment, fuel storage facilities, and fuel tenders.

Reports violations of rules and regulations by airport users to Airport Management.

Reports potential airport safety hazards to Airport Management and the direct supervisor. Takes steps to correct problems in an emergency.

Ability to respond to and/or come in off shift/after hours for abnormal operations such as: emergency response, inclement weather, special event support, construction activities, airport owned infrastructure failure, etc.

May operate Authority vehicles & equipment in the performance of duties.

Performs other duties as may be required or assigned.

## **DESIRABLE QUALIFICATIONS:**

### **Education and experience**

High school diploma or equivalent is required, supplemented by courses and/or experience working with electrical, pavement, and building maintenance.

Prior experience as an automotive or heavy equipment mechanic/technician preferred.

Heavy equipment operator experience preferred.

Prior experience operating in an Airport Movement Area (AMA) preferred.

Prior experience as a crew lead, team lead, or supervisor is preferred.

Prior experience in airport maintenance or airport-related system maintenance is preferred.

Any equivalent combination of education and experience may be accepted.

**Knowledge, skills, and abilities**

Demonstrated experience in airport lighting, pavement, and building maintenance.

Demonstrated experience in the operation and maintenance of equipment used in the mowing of grass and the maintenance of grounds.

Demonstrated experience in the use of hand and power tools and their application in the performance of various airport maintenance tasks.

Demonstrated experience in fuel storage systems and the routine servicing of same.

Demonstrated experience in knowledge of occupational hazards and safety precautions necessary for the safe operation of airport vehicles and equipment.

Ability to follow airport safety rules and department policies and procedures.

Ability to understand and follow oral and written instructions.

Ability to communicate orally clearly and effectively.

Ability to positively interact with coworkers and the public on a one-to-one basis or in group settings.

Ability to adhere to customer service policy and training.

**REQUIRED UNIFORM / APPEARANCE:**

Must present a clean, neat, well-groomed appearance.

The uniform must be kept complete and in good appearance.

**OTHER REQUIREMENTS:**

Must possess and maintain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.

Must be 21 years of age or older.

Ability to drive and operate Authority vehicles and equipment safely and efficiently.

Ability to lift and carry heavy objects (up to 100lbs.) and bend, squat, twist, crawl, and/or climb daily.

Ability to work in a variety of weather conditions (including adverse) for extended periods.

Employment is contingent upon successfully passing a drug screening and background check.