JOB DESCRIPTION

Position: **Airport Maintenance Technician – Full Time**
Department: **Operations and Maintenance**
Date Approved: **8/27/2021**

OBJECTIVE:

Perform maintenance work on Chicago Executive Airport's infrastructure and facilities as directed.

RELATIONSHIPS:

Reports to the Airport Maintenance Coordinator & Supervisor.

Has no supervisory responsibilities.

RESPONSIBILITIES:

Participate in construction, repair, and renovation projects to include grounds, electrical, mechanical, painting, carpentry, concrete, asphalt, plumbing, and others as may be required by supervisory personnel.

Maintain lawns, grounds, gardens, and other landscape areas.

Participate in airfield and shop cleanup and trash policing activities.

Operate motorized equipment, ranging from light lawn and garden equipment to heavy construction and large snow removal equipment as directed. Snow removal operations are an essential job function and occur in a 24/7/365 environment to support aviation safety. Perform maintenance on all types of equipment and vehicles.

Know and understand all emergency procedures that have become policy for the Airport and review as necessary.

Assist in after-hours Airport incidents and emergencies as needed.

Know the hazards and safety precautions applicable to work and vehicle operations in the vicinity of airport runways, taxiways, and aprons.

Participates in daily airfield inspections and a rotating on-call basis.

Perform other duties as required or assigned.

REQUIREMENTS:

1. **Education**
   a. High School education required.
   b. Any ASE Certifications are highly desirable.
   c. Vocational training in mechanical areas highly desirable.
   d. Ability to read and understand instructions.
2. **Experience**
   a. Some previous experience in electrical system maintenance or construction work desirable.
   b. Snow removal experience is highly desirable.
   c. Building maintenance experience is highly desirable.
   d. Good mechanical aptitude.
   e. Ability to lift up to 50lbs, bend frequently, squat, climb stairs and ladders, reach above shoulder level, and kneel.
   f. Ability to work in a variety of temperatures.
   g. Ability to communicate effectively.
   h. Ability to operate or learn to operate various types of maintenance equipment.
   i. React quickly, physically, and mentally, in response to unexpected events and/or emergencies.
   j. Possession of a valid motor vehicle operator's license as issued by the Illinois Secretary of State
   k. Ability to work different shifts and mandatory overtime as directed. This is a 24/7/365 position.
   l. One of the essential functions of this position is the ability to get along with co-workers, superiors, and the public.
   m. Work Mandatory Overtime during the winter months and Airport Special Events.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, status as a protected veteran, or any other status protected by law.