City of Rapid City
Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Airport Maintenance Chief</th>
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<tbody>
<tr>
<td>Job Code:</td>
<td>AMCH</td>
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<td>Job Family:</td>
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<tr>
<td>Pay Grade:</td>
<td>AU05</td>
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<tr>
<td>Date Revised:</td>
<td>12/7/2020</td>
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<tr>
<td>FLSA Status:</td>
<td>Non-Exempt</td>
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General Summary: This position is responsible for ensuring the day to day maintenance of Airport property.

Essential Duties and Responsibilities:

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

- Assigns and schedules maintenance work crews for related duties.
- Instructs workers in procedures and inspects work in progress.
- Trains employees in equipment operation.
- Coordinates all airfield maintenance duties where applicable.
- Inspects buildings, grounds, structures, vehicles, equipment and schedules preventive and corrective actions.
- Participates in snow removal operations.
- Participates in building, grounds and pavement maintenance and repair.
- Maintains airfield navigational aids where applicable.
- Reports needed repairs, addresses or assigns as needed.
- Operates equipment and tools used in the Airport Maintenance Division.
- Completes Responsibilities of Airport Maintenance Technician’s as needed.

Qualifications:

Lead Responsibilities:

Responsibilities may include assisting the Supervisor with interviewing, and training employees within their work unit; assigning work and providing direction to employees; providing input to Supervisor regarding performance evaluations; rewarding and disciplining of employees; addressing complaints and resolving problems. Carries out responsibilities in accordance with the organization’s policies and applicable laws.

Education and/or Experience:

High school diploma or general education degree (GED) and five years related experience and/or training in airport maintenance and repair; to include three years in a lead supervisory role.

Certificates, Licenses, Registrations:

Must possess a valid South Dakota Class B Commercial Driver’s License (CDL) or ability to obtain within 90 days from date of hire. Must obtain and maintain a Secure Identification Display Area (SIDA) Badge. Must obtain and maintain an airport movement area driver permit within 30 day from date of hire.
Working Conditions:

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.

While performing the duties of this job, the employee is frequently exposed to wet and/or humid conditions; moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions and extreme cold. The employee is occasionally exposed to high, precarious places; extreme heat and risk of electrical shock. The noise level in the work environment is usually very loud.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel and reach with hands and arms. The employee is frequently required to stoop, kneel, crouch, or crawl and talk or hear. The employee is occasionally required to climb or balance and taste or smell. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally 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 ability to adjust focus.

Other Skills and Abilities

Demonstrated knowledge of Federal Aviation Administration rules and regulations, Transportation Security Administration (TSA) rules and regulations, airport security, maintenance and repair of buildings and grounds, vehicles and equipment, methods, practices and techniques used, sufficient to perform essential functions. Ability to read and understand blueprints, plans and manuals, to express ideas and directives clearly, verbally and in writing, keep records. Demonstrated skill in operating tools and equipment described. Must be willing to work carriable hours, to include weekends and holidays. Must be willing to work on an on-call basis.