

Civil Division: Oneida County Government  
Jurisdictional Class: Competitive  
EEO Category: Service-Maintenance  
Revised: 07/20/11

## **SUPERINTENDENT OF AIRPORT MAINTENANCE**

**DISTINGUISHING FEATURES OF THE CLASS:** This position exists at the Griffiss International Airport. The incumbent in this class assists the Commissioner of Aviation in managing and supervising personnel and resources to ensure the safe and efficient operation of the Airport. The incumbent plans, schedules and supervises Airport Maintenance Workers, and maintenance service contractors, in performing the maintenance of the airport's facilities and infrastructure. This position requires special knowledge and expertise in airport maintenance and operations. The incumbent is responsible for the safe and efficient operation of the airport on a 24-hour, 7-day week basis. The work is performed under the general direction of the Commissioner of Aviation. Supervision is exercised over subordinate personnel. The incumbent performs related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Performs the same variety of semi-skilled and skilled tasks related to airfield operations, and facilities and ground maintenance;

Participates in Airport Rescue – Firefighting (ARFF) duties including the operation of ARFF vehicles, fighting aircraft fires, and rendering emergency first aid treatment;

Conducts airport field condition and safety inspections, and issues reports and Notices to Airmen (NOTAM)s to the Air Traffic Control Tower (ATCT), airport tenants, and the Federal Aviation Administration (FAA);

Operates a variety of heavy equipment and vehicles including, but not limited to, ARFF vehicles, snowplows, snow blowers, pavement vacuums and sweepers, dump trucks, sanding trucks, and loaders;

Controls vegetation and wildlife;

Controls maintenance of airport infrastructure, such as pavements, storm water drainage structures, and buildings and hangars;

Operates a variety of heavy equipment used in maintaining runways, taxiways, aircraft parking areas, surrounding grounds, and firefighting vehicles and equipment;

Follows closely prescribed federal, state and local laws, rules and regulations;

Sweeps, cleans and removes snow and ice and other obstructions and Foreign Object Debris (FOD) from runways, taxiways, aprons, lights, signage, instrumentation, parking areas, internal roads, parking areas and grounds;

Maintains, repairs and cleans perimeters, internal roads, runways, taxiways, drainage systems, and mechanical systems;

Performs semi-skilled grounds maintenance tasks including, but not limited to, mowing grass, grading earth, patching pavements, and installing signs;

Patrols airport property and performs security checks;

Performs routine servicing and maintenance on motor vehicles and equipment;

Operates radios and maintains contact with the ATCT;

Attends training programs and classes.

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**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of the principles, practices, tools and materials used in the maintenance and repairs of airport buildings and grounds; working knowledge of standard automotive repair; working knowledge of Federal Aviation Regulations regarding maintenance and repair of airfield facilities; ability to drive a tractor, heavy truck with plow, fire truck, loader, sanding and broom sweeper truck; ability to acquire a working knowledge of ARFF equipment and techniques, First Aid and CPR; ability to operate specialized equipment utilized in airport operations; ability to understand and carry out complex oral and written instructions; ability to operate radios; ability to establish effective working relationships with co-workers, tenants and the public at the airport; ability to work outdoors under all weather conditions; integrity; mechanical aptitude; initiative; good judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma **AND** six (6) years cumulative experience in all of the following areas: buildings and grounds maintenance; operation of heavy equipment and vehicles; airport operations and airport maintenance work.

**REQUIREMENT AT TIME OF APPLICATION:** Must possess a valid New York State Driver's License at time of application and maintain the license throughout employment.

**SPECIAL REQUIREMENTS:**

- (A) Must pass a fingerprint-based FBI criminal history background check and be eligible to be granted a security badge mandated by the Transportation Security Administration (TSA) prior to appointment;
- (B) Must acquire a New York State Class B Commercial Drivers License (CDL) with Air Brakes Endorsement within six (6) months of appointment and maintain the license throughout employment;
- (C) Must successfully complete the required training for certification in ARFF, CPR and First Aid within twelve (12) months of appointment and maintain certification throughout employment;
- (D) Completion of in-house training in: ARFF vehicle/equipment operation and techniques; Cardiopulmonary Resuscitation (CPR) and First Aid; heavy equipment operation and techniques; Airfield Driving; Airfield Communications; Security procedures; response to Hazardous Material (HAZMAT) spills; and, the performance of Airport Field Condition and Safety inspections and reports.

Adopted: 09/20/88

Revised: 08/22/96, 07/20/11