

UNION COUNTY

Job Description

JOB TITLE: Airport Maintenance and Parks Maintenance Worker

DEPARTMENT: Airport and Parks Department

APPROVED BY: Public Works Director

DATE: June 9, 2022

PURPOSE OF POSITION:

1. Responsible for general Maintenance of FBO, Fuel Farm, Airport Landscape, and General Parks maintenance.
2. Responsible for quality control of all aviation related products.
3. Coordinates the fuel inventory to ensure adequate supply of fuel is available for sale, ensure proper fuel handling at fueling points of aircraft, at storage tanks, and at the USFS tanker base.
4. Maintains accurate records.
5. Provides excellent service to general aviation, USFS tanker base, USFS Rappel base and the general public.
6. Responsible for general maintenance of Union County Parks.

ESSENTIAL JOB FUNCTIONS:

1. Responsible for quality control and inventory of all revenue producing products at the Airport.
2. Training and oversight of personnel in the proper handling of aviation products.
3. Maintain records for the inventory.
4. Be familiar with all operations of the Airport in the absence of the Public Works Director and Assistant Public Works Director
5. Performs varied general parks maintenance, including, but not limited to, inspecting, cleaning, and maintaining parks and parks facilities to ensure that all parks of Union County provide the highest level of safety and public use.

6. Remove garbage, clean restrooms and maintains the parks camp grounds.
7. Performs related duties as assigned.

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, THE INCLUSION OF WHICH WOULD BE IN CONFORMITY WITH THE FACTOR DEGREE ASSIGNED TO THIS JOB.

MANDATORY JOB QUALIFICATION REQUIREMENTS:

1. High School Diploma or GED.
2. General knowledge of Airport and Parks
3. Ability to greet the general public in a courteous and friendly manner.
4. Be capable of establishing and maintaining effective working relationships with fellow employees and users of the airport.
5. Good understanding of how to plan and organize the work of others.
6. Ability to keep and maintain accurate records.
7. Flexibility to work long hours during fire season, including weekends.
8. Be available after hours when pilots need fuel. Also known as call outs.
9. Computer skills using Microsoft Word, Excel and other related aviation programs.
10. Ability to operate fuel trucks, lawn equipment, small tractors, pickup trucks, and snow removal equipment.
11. Possession of a valid Oregon Driver's License.

DESIRABLE REQUIREMENTS:

1. Experience with successfully dealing with the public.

2. Considerable knowledge of safe handling and fueling of general aviation aircraft, USFS air tankers and helicopters.
3. Possess knowledge in handling, managing, and safe use of aviation products, and FAA regulations.
4. Ability to work with and train part time employees.
5. Skills in keeping accurate records.
6. Capable of handling cash, charge accounts, and credit card sales.
7. Prefer a background in business, general aviation, and inventory control.

PHYSICAL DEMANDS OF POSITION:

While performing the duties of this position, the employee is frequently required to sit, communicate, reach, and manipulate objects, tools and/or controls. The position requires mobility, dexterity, climb ladders, and many duties are physically demanding, requiring the movement of materials weighing up to 50 pounds. Duties require regular operation of fuel trucks and Parks equipment.

WORKING CONDITIONS:

The majority of duties will take place outside of buildings with exposure to all types of weather conditions and exposure to fuel, grease, oil, and related smells. Position is subject to emergency call out after normal duty hours.

SUPERVISORY RESPONSIBILITIES:

This position does not have supervisory responsibility.

SUPERVISION RECEIVED:

Position will be directly responsible to the Union County Public Works Director and Assistant Public Works Director. The employee uses initiative in completing routine assignments and refers to the Public Works Director and Assistant Public Works Director with problems or difficult situations.

SUMMARY STATEMENT:

The above job description and definition of duties and requirements are not intended to be an inclusive guideline. Union County reserves the right to revise this document as the need arises.