

HOUGHTON COUNTY MEMORIAL AIRPORT DAILY OPERATIONS
EQUIPMENT OPERATOR JOB DESCRIPTION

Department: Houghton County Memorial Airport

Job Classification: Airport Equipment Operator

Immediate Supervisor: Airport Manager

General Summary

The Airport Equipment Operator shall be thoroughly versed in the processes of Airport operations and mechanical/building maintenance and repair, serve as a crew member in the maintenance and repair of airport facilities, utilities, related facilities and grounds. In addition, will provide customer service assistance as necessary, ancillary security and crash fire rescue service. Maintain a positive professional liaison with appropriate federal, state, and local officials for the airport when necessary. Perform ancillary duties as directed by the Airport Manager. Supervision is general to direct on specific task assignment and is received from the Airport Manager or designee.

Typical Duties

1. Operates a variety of heavy equipment for snow removal and grounds maintenance.
2. Maintains and repairs airport buildings, equipment, airport grounds, and airport facilities as necessary.
3. Serves as aircraft fueling attendant.
4. Monitors airport conditions for safety and or maintenance irregularities mitigating discrepancies by performing prompt corrective actions as necessary.
5. Conduct periodic inspections of grounds, equipment, fuel systems, sewage pumping station, and water system to assure correct levels of operation, maintenance and completion. Initiate corrective action as needed.
6. Issues, collects and processes parking tags.
7. Serves as ancillary security officer responding to irregular or improper behavior of general public.
8. Receives formal and recurrent training in Airport Rescue and Fire Fighting training (ARFF). Serves as member of ARFF unit, containing fires, removing and or providing first aid to victims, and initiating emergency response procedures.

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9. In all capacities, oversees the daily airport operations ensuring all required inspections and job tasks are accomplished in a safe, efficient and legal manner in compliance with local, state and federal requirements.
10. Receives formal training to become certified weather observer. Serves as back up weather observer as necessary. Maintains proficiency.
11. Ancillary duties as directed by the Airport Manager or designee.

Minimum Qualifications and Requirements:

Firefighter 1 Certification

National Incident Management System (NIMS) ICS-100 Certification

Current CDL Class B with airbrake endorsement

Physical examination required by physician approved by employer

Ability to lift and carry a minimum of 50lbs repetitively and in various positions, climb ladders up to 20 feet in height and carry equipment and/or assist persons on ladders in inclement weather and under emergency conditions, perform fire fighting and rescue duties in an emergency situation, perform repair, maintenance and attachment changes of heavy equipment in various positions and inclement weather and climb access ladders on heavy equipment and for aircraft fueling while carrying or pulling fuel hoses.

For the purposes of this job description "The ability to lift and carry a minimum of 50lbs repetitively and in various positions" is defined as positions of the body while performing work activities that deviate significantly from the neutral position. Examples of awkward positions include twisting, bending, and reaching, pulling or lifting, hands above the head, elbows above the shoulders, working with the neck or back bent more than 30 degrees without support and without the ability to vary posture.