

## JOB DESCRIPTION

**Job Title:** Facilities and Maintenance Technician III

**Date:** 08/11/2019

**Reports to:** Facilities and Maintenance Manager or Designee

**FLSA:** Non-exempt

**Department:** Facilities and Maintenance

**Union:** IUOE

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### Job Summary

Performs duties under the supervision of the Manager or designee, as assigned. Maintains the general upkeep of the airport facilities and grounds, as assigned. Exhibits Authority values and works effectively with all employees in the organization.

### Duties and Responsibilities

- Performs custodial functions and general laborer work, as assigned.
- Successfully completes ANTN/Maintenance/Part 139 training.
- Safely operates light duty equipment and all rolling stock.
- Completes assigned duties in a timely manner; arrives to work in a timely manner and accepts work assignments as given.
- Observes all Authority property, including parking lots and grounds. Reports or corrects any deficiencies identified.
- Performs snow removal duties on airport grounds, as assigned and required.
- Conducts all work assignments in a safe manner.
- Identifies and reports safety and security discrepancies.
- Provides customer assistance to both airport users and public.
- Monitors and controls the use of the airport including escorting non-badged airport visitors.
- Performs other duties as assigned.

### Required Knowledge, Skills and Abilities

Working Skill in:

- Various cleaning techniques.
- Use of small hand tools and power equipment.
- Lawn mowers and other lawn care equipment.
- Snow removal equipment.
- Light duty trucks and equipment.
- Basic computer skills (Office Suite).

Ability to:

- Identify, communicate, enforce and resolve potential unsafe conditions.
- Work irregular hours, weekends, evenings and holidays as required.
- Become competent in a Part 139 discipline.
- Pass the basic skills assessment, as defined by the Authority.
- Obtain a Department of Agriculture operator's license.
- Provide leadership role in a special event or project, as appropriate.

**Acceptable Experience and Training**

One to three years of successful work experience. High school diploma or equivalent. Possession of a valid driver's license authorizing operation of a motor vehicle in Illinois. Must satisfactorily meet and maintain STA and CHRC background check requirements. Must satisfactorily complete AOA driver training within 90 days. Any combination of experience and education that meet the minimum requirements will be considered.