



## TAA HUMAN RESOURCES DEPARTMENT JOB ANNOUNCEMENT

# Airfield Maintenance Specialist

### About the Airfield Maintenance Specialist

The Tucson Airport Authority is looking for a Airfield Maintenance Specialist who under direct supervision and administrative direction is responsible for maintaining pavement, fencing, signage, markings, vegetation and/or equipment at the Tucson International Airport (TUS) and Ryan Airfield (RYN); and ensuring that TUS and RYN are in compliance with Federal Aviation Regulations ((FAR) 139 and/or other applicable federal regulations and safety standards.

### Job Requirements

Candidate must have a high school diploma or equivalent, and a minimum of three years of experience as an equipment operator, pavement repair and/or vegetation maintenance/management. Experience in an airport environment is preferred, but not required. Must have a valid Arizona drivers license.

### Salary

Annual starting rate: \$31,928.00 - 43,139.20

Depending on qualifications, the top of the range is reserved for ideal candidates who closely match TAA's business needs.

### TAA Benefits

Arizona State Retirement System, choice of 3 Deferred Compensation Programs, Paid Vacation, Paid Sick Leave, 10 Paid Holidays choice of 3 Medical Plans, choice of 2 Dental Plans, Vision Insurance, TAA Paid Life/AD&D Insurance, TAA Paid Short-Term Disability Insurance and Employee Paid Supplemental Life Insurance.

### About the Tucson Airport Authority

The Tucson Airport Authority (TAA) is a unique nonprofit organization developed by business leaders, and created through Arizona state charter in 1948; it is certified to operate an airport system that consists of Tucson International Airport (TUS) and Ryan Airfield (RYN). In addition to serving general aviation and military users, TUS serves the commercial passenger and air cargo needs of metro Tucson, southern Arizona and northern Sonora, Mexico. RYN serves a general aviation reliever airport for TUS and is popular amongst transient pilots for recreational use.

**Mission Statement:** Promote aviation and foster economic development by strategically planning, developing and operating the most effective and efficient airport system in Southern Arizona.

### The Airport System

**Tucson International Airport (TUS)** is a commercial service international airport serving air carrier, cargo, military users and general aviation operators. TUS serves over 3.5 million passengers annually. TUS, is about 8 miles south of the city's central business district, encompasses about 8,400 acres. The airport campus includes 130 building with nearly 2.5 million square feet of space, and about 60 tenants.

**Ryan Airfield (RYN)**, is a general aviation reliever airport serving general aviation and military users. RYN is located about 12 miles west of Tucson, covers 1,800 acres and accommodates 30 tenants providing a wide variety of services for general aviation and military users.

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### How to Apply

Please visit the TAA website at [www.flytucson.com](http://www.flytucson.com) to complete the online application. Questions regarding this position or the hiring process should be directed to Sharon Sutton in the Human Resources Department at 520-573-4882 or email at [ssutton@flytucson.com](mailto:ssutton@flytucson.com).

**Title:** Airfield Maintenance Specialist

**Reports To:** Director of Maintenance & Custodial Services  
(via chain of command)

FLSA Code: Non-Exempt

Grade: TBD

Approved: [Signature] 3/9/18

Approved: ARV - 3/9/18

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**Distinguishing Characteristics:**

Under direct supervision and administrative direction, is responsible for maintaining pavement, fencing, signage, markings, vegetation and equipment at Tucson International Airport (TUS) and Ryan Airfield (RYN); and ensuring that TUS and RYN are in compliance with Federal Aviation Regulations (FAR) Part 139 and/or other applicable federal regulations and safety standards. Provide responsive and exceptional customer service.

**Essential Functions:**

The following functions and all other functions not included in this job description are to be performed in the best interests and for the greater good of TAA.

- Perform preventative, predictive and corrective maintenance, repair and alterations of all airfield/landside areas, pavement, security fence lines, paint markings and signage to ensure the airport remains in compliance with all FAA regulations and Advisory Circulars, TSA Standards and other applicable regulations
- Perform mowing, sweeping, spraying, trimming, irrigation, erosion, wildlife control, asphalt and concrete repairs on all paved surfaces in accordance with FAR Part 139 and Advisory Circulars.
- Complete all assignments in a timely and efficient manner; maintain accurate and correct work records for all required functions. Clean up job sites, using all available tools and equipment; remove debris and trash, contain, and dispose as appropriate.
- Follow appropriate policies, practices and procedures; ensure staff utilizes proper tools, equipment and methods to safely complete all maintenance tasks; ensure that work performed by the department satisfies workmanship standards.
- Perform troubleshooting and repair functions to irrigation systems.
- Ensure and maintain all field equipment and vehicles are in good working order; ensure and maintain the shop areas; perform general preventive maintenance on all ground support and small power tool equipment, maintain all tools required to perform maintenance and repairs, and maintain all TAA owned or leased equipment in a clean and proper manner.

- Read, review and understand technical manuals, repair manuals, Safety Data Sheets regarding chemical substances and safety related information, training documents, and supply lists.
- Ensure that all personnel closely adhere to TAA's hazardous waste and environmental programs; ensure and use chemicals in accordance with TAA, federal and state laws, and regulations.
- Respond to emergency situations and needs; take direction from Incident Command (emergency management).
- Perform FAR Part 139 inspection duties, as required by special circumstances or requested by Airside Operations.
- Maintain and inventory all diesel and unleaded gas tanks required to support ground equipment at TUS and RYN.
- Monitor TAA's bee trap system and manage bee swarm/hive activity.
- Maintain the shop, fertilizer/pesticide storage buildings and mobile mini storage units.
- Attend seminars and conferences and communicate appropriate information; continually learn and apply the latest up-to-date technical knowledge and skills in functional area of responsibility; take initiative for on-the-job learning experiences, as well as seek out formal education and coursework for continuous growth and development.

The above listed functions are not necessarily all the essential functions. Job duties and functions may be expanded or reduced by management based on future changing needs and job requirements.

#### **Position Requirements:**

A high school diploma or equivalent, a minimum of three years of experience as an equipment operator, pavement repair and/or vegetation maintenance and management, experience in an airport environment (preferably at a FAR Part 139 airport).

#### **Required Knowledge, Skills, and Abilities:**

##### **Knowledge of:**

- Materials, means and methods of concrete and asphalt repair.
- Equipment and tools used in airfield and landscape maintenance trades and equipment operation.
- Herbicides and pesticides.
- Federal Aviation Administration (FAA) FAR Part 139, Advisory Circulars (AC's), Transportation Security Administration (TSA) Standards, Arizona Department of Transportation (ADOT) standards, Standard Maintenance Procedure (SMP), Manual of Uniform Traffic Control Devices (MUTCD).
- Local, state, and federal codes, regulations and standards.
- The organization wide mission and goals, and how these relate to division, department, team, and individual projects and initiatives.

##### **Skill in:**

- Organization, oral, listening, and written communications, proofreading,

- critical thinking and multi-tasking.
- Taking initiative and being a self-starter.
- Completing quality work that furthers the mission and goals of the department and TAA.

**Ability to:**

**Schedule**

- Work assigned shifts, including day/evening/weekends/holidays, subject to overtime and on-call, as required.

**Environmental Conditions**

- Work in high-noise environment; extreme seasonal weather, when necessary.

**Physical Requirements**

- Perform tasks with a full range of bodily movements, including lifting, moving, pushing, standing, walking, reaching, stretching, bending, kneeling, twisting, and crawling.
- Perform repairs that require regular and prolonged bending, and pulling of equipment on irregular surfaces; climb/work at heights of up to 40 feet, using small or large tools to repair equipment.
- Lift large, bulky, heavy items, including various equipment parts weighing up to 80 lbs. with or without assistance, and/or using equipment.
- Have hand dexterity to maintain a strong grip to hold objects firmly for extended periods of time (tools, equipment).
- Distinguish colors by a practical test in all lighting conditions of standard airport lighting system colors and Air Traffic Control Tower light-gun signals, and identify fuel grade color code markings, and actual samples of various fuels.
- Hear and understand through both ears, sounds coming through a radio, a standard telephone receiver, or other outside sound sources.
- Communicate in English via telephone, radio, and cellular telephone, in a high noise environment, with sufficient clarity to be understood by others.

**Mental Requirements**

- Remain focused and decisive in stressful situations; use sound and effective judgment
- Interpret and analyze complex technical data and information for decision making and reporting purposes, including decision-making in stressful situations.
- Perform tasks with a high degree of accuracy; maintain confidentiality, attention to detail, with mature judgment, function in compelling, high stress, fast-paced work environment, with deadlines and multiple projects.
- Research information and organize data in meaningful form, make sound judgments, draw accurate conclusions, and make appropriate recommendations.

### **Tools, Vehicle or Equipment Operation**

- Operate any airport vehicle or equipment, whether standard or automatic; mowers, scrubbers, forklifts, tractors, backhoes, graders, trenchers, street sweepers, front-end loaders of various sizes, and other heavy equipment, as necessary.

### **General**

- Be sensitive and aware of actions and reactions of employees, tenants, and outside agencies, and inform supervisor of appropriate concerns.
- Read, write, and speak the English language in an articulate, fluent manner, ability to speak Spanish or another second language is helpful.
- Initiate and organize responsibilities without supervision, and to take independent action relative to work problems requiring immediate solutions.
- Establish and maintain effective and positive working relationships with department personnel, other TAA personnel, and outside agencies.
- Exercise effective customer service and public relations practices and procedures.
- Use a computer utilizing Microsoft office software or other office software and machines. Maintain discreet and professional sense of confidentiality; understand that dissemination of information outside of job requirements is based on "need-to-know" and will subject employee to loss of employment and/or criminal prosecution.
- Engage in self-improvement activities and training.
- Understand own strengths and weaknesses; seek input from supervisor and peers about how to improve, and to focus on continuous self-improvement activities.

### **Licenses; Certificates; Special Requirements:**

- A valid Arizona's driver's license.
- Obtain Class B Commercial Drivers Permit with airbrake endorsement within one month of employment. Obtain and maintain a Class B Commercial Drivers' License (CDL) within four (4) months of employment.
- Obtain and maintain the ability to drive airport vehicles on the Non-Movement Area and Movement Area of the Air Operations Area.
- Must obtain and maintain access to the Security Identification Display Area (SIDA).
- Obtain and maintain a pesticide/herbicide certification through the Arizona Department of Agriculture, Office of Pest Management (OPM) within two years of employment.
- Obtain Road Scholar I Certification through the Local Technical Assistance Program within three (3) years of employment.
- Obtain and maintain Basic Work Zone Traffic Control/Flagger Training within 8 months of employment.
- Obtain and maintain CPR/First Aid certification within 8 months of employment.
- Must pass an annual respirator fit test.
- Must successfully complete the National Incident Management System (NIMS) 100, 200, 700 and 800 course requirements and certification within 2 years of employment.

- As an employee, you are deemed to be essential personnel as part of TAA's emergency response, and must respond to airport incidents as requested/required.