

***Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.***

**DUTIES** Performs a wide variety of duties involving a number of recognized trades (carpentry, roofing, masonry, wood crafting, etc.) in the construction, maintenance and repair of airport structures.

--Constructs stud walls and installs drywall (sheetrock) for office renovations. Install high impact panels and framing on terminal walls. Repairs plaster walls. Installs lath and stucco on walls. Prepares floor surfaces and installs and repairs flooring such as tile, linoleum, asphalt, rubber and cork, assuring alignment and evenness. Installs and repairs carpet as needed. Installs and repairs acoustical and suspended ceilings.

--Performs roof repairs (e.g., hypalon, elastic polymere membrane product, stainless steel and slate. Inspects roofs to pinpoint the location of leaks and the extent of repair required. Repairs may range from small patches to placing an entire roof to repair extensive leaks. Constructs masonry and concrete units such as sidewalks, curbs, steps and retaining walls using brick, concrete, cement and cinder block.

--Designs, constructs and repairs a variety of wood items such as bookshelves, cabinets, wall units, and custom picture frames. Some items such as cabinets require detailed and precise layout and measurements and cuts to fit in designated areas. May customize furniture items to meet specific needs of the user, e.g., placement in an odd shaped space or to accommodate an existing obstruction such as a radiator. Discusses needs with the user and frequently prepares drawings of furniture design based on verbal instructions. Build models for special events and custom display cases.

--Performs monthly preventive maintenance inspections of all airport structures. Inspects structural items such as seats, doors, rest room partitions, windows, and signs, and makes repairs or initiates work orders for repair. Installs doors and door hardware.

--Operates hand and power tools such as saws, tile cutters, hammer guns, drills, and planers. Operates stationary and portable power tools such as table saws, ban saw, and drill press. Uses measuring devices such as rules, laser levels, squares, and plum bobs. Uses various building and construction materials including wood, drywall, ceiling and floor tile, ceramic tile, and roofing materials such tar, slate, rubber, and shingle. Mixes and applies compounds such as wood stains, mastic, grout, sealers, tar, waterproofing, asphalt and concrete.

--Follows up on work requests and determines actual work to be done for projects requiring one or two persons and the steps needed to accomplish it. As required, plans and estimates materials needed for projects, determines sequence of work, estimates time required and coordinates working time with requestor, e.g., time needed to install cabinets, to minimize disruption to an office. Uses blueprints when available in determining specific layout of construction projects. May develop layout for remodeling of office space without the aid of blueprints. Refers to written guidelines such as work orders, technical manuals, maps and labels on various materials.

--Repairs, overhauls, and performs preventive maintenance on mechanical devices such as baggage conveyors, hangar doors, overhead doors, pop up barriers, loading dock levelers, gates, and fire doors. Replaces parts (e.g., bearings, gears, pulleys) or sections. May ensure mechanical framework is level. May replace malfunctioning and electronic controls such as photodetectors. Coordinates mechanical repairs with other trades, e.g., electricians and A/C mechanics, as necessary.

--Installs, replaces and repairs all glass in terminals. Replaces broken glass panels in windows and hardware for window frames.

--As assigned, guides a team for short projects. Coordinates with other trades, e.g., electricians, plumbers, A/C mechanics, etc. on the sequence of work to be completed. Escorts contractors and supply tools, as needed.

--Erects and works from fixed and suspended scaffolding or mobile lifts at various heights. Occasionally may be required to work at extreme heights on roofs and towers. Regularly drives vehicles to airport locations. Operates equipment such as forklift, hydraulic crane, snow removal equipment and lifts from twenty (20) to ninety (90) feet in elevation. Ensures equipment is level. Operates forklifts, cranes, and flatbed truck to lift and haul hazardous material, bus shelters (install and take apart), and cooling towers.

--As needed, supplies main support for functions, e.g., ceremonies, awards luncheons, etc., by removing furniture, set up tables, put on table skirts, help vendors load and unload, break down room after function, etc.

--Performs recurring duties such as cleaning shop/work area as required or when instructed by the supervisor/leader; inputting information and completing work orders via computer for all equipment built, maintained, or repaired; and driving equipment to fueling station, dispensing fuel and recording amounts in fuel logs.

--Uses a computer for various applications (email, word processing, etc.), ERP (enterprise procurement-logistics system) applications, reviewing equipment specifications, and the current Computerized Maintenance Management System (CMMS).

--As required, communicates by two-way radio with other Airport personnel including equipment and vehicle operators and supervisors.

--Drives shop vehicle to various locations, airside and landside, to perform assigned functions.

--Substitutes for Shop Leader in that person's absence, if requested.

\*Performs other duties as assigned \*

***Critical features of this job are described under the headings below. They may be subject to change through reasonable accommodation or otherwise.***



### **MINIMUM QUALIFICATIONS (MQs)**

To be rated qualified for this job, an applicant must meet all of the MQs listed below at the time of vacancy announcement closure.

1. A high school diploma, a Certificate of General Educational Development (GED), or an equivalent combination of education, experience and training; **and**
2. Four (4) years of carpentry, furniture building, roofing and related building maintenance experience performing repair and maintenance of structures; or

Four years of approved apprenticeship training in the occupation of the position to be filled and one year of practical trade experience may be substituted for the four years of required experience; **and**

3. Ability to obtain a Class B Commercial Driver's License (CDL) within 90 days of hire, promotion, or placement into the position; **and**
4. Ability and willingness to perform shift work.

### **PREFERRED QUALIFICATIONS (PQs)**

The qualifications listed below (if any) are preferred and may be considered in the selection process, but are not required to be rated qualified for this job.

1. Experience maintaining and repairing furniture, walls, floors, ceiling, roofs, mechanical devices, and masonry units for a public or government entity.
2. Possession of a Class B Commercial Driver's License (CDL).
3. Large scale snow removal experience utilizing large, Class B Commercial vehicles.

### **KNOWLEDGE, SKILLS, ABILITIES, AND OTHER FACTORS (KSAOs)**

The following KSAOs are required for successful performance of this job and are a basis for rating and ranking applicants who are found to meet the MQs. *Any local, Federal, airport industry or Airports Authority specific bodies of knowledge listed below may be acquired on the job; ability to rapidly acquire them is required at application/placement.*

1. Knowledge of the carpentry and building trades to perform journey-level work including construction and repair of furniture, walls, floors, ceilings, roofs and masonry units. This

includes knowledge of trade standards/practices and the basics of codes to ensure that own work meets requirements.

2. Skill at the journey level as a maintenance mechanic exhibiting the:
  - Skill in using tools of the carpentry and building trades, such as saws, drills, sanders, planers and tile cutters, to accomplish construction projects and make repairs.
  - Skill in using such measuring instruments as laser level, straight edge and square to make precise measurements for construction of furniture and the layout and installation of new fixtures/offices.
  - Skill in interpreting illustrations, specifications, diagrams, schematics, blueprints and similar guides (showing the complete assembly of items) in order to make, modify, or repair furniture, masonry units, etc.
3. Knowledge of materials used in carpentry, masonry, roofing and flooring, such as various hard and soft woods, plastics, tiles, brick, concrete, cinder blocks, plaster, grout, tar, roof surfaces, insulation, and mastics to select proper materials for a particular purpose and substitute materials to meet specific needs. This includes the ability to plan/lay out jobs and estimate materials from start to finish.
4. Knowledge of USBC building code and life safety code to ensure work meets code, e.g., proper application of door closures and hardware, make sure egresses are maintained, etc
5. Knowledge, skill and ability in using a computer sufficient to work with Windows-based operating systems, word processing and specialized applications to prepare work orders, complete timesheets, etc.
6. Skill in the repair of malfunctioning mechanical equipment such as conveyor belts, overhead doors and hangar doors, pop up barriers, loading dock levelers, gates, and automatic door opening/closing devices utilizing basic hand tools.
7. Ability to make sketches to plan and layout work for special projects according to request/need or alter them to document modifications.
8. Skill in the use of engineering equipment, e.g., front-end loader, bobcat, etc., to move dirt piles, debris into dumpsters, and snow removal.
9. Ability to work safely; knowledge of those safety rules and procedures needed to do so.

**RESPONSIBILITY** Is responsible for working safely; making precise measurements, careful layouts and accurate fits/alignments; and using proper materials to achieve structural soundness



and a neat, attractive appearance in carpentry, wood crafting, roofing, masonry and other building maintenance trades projects. The supervisor or leader makes assignments and assures that materials are available. The incumbent works alone or on a team, depending on the assignment and conditions; independently performs the full range of assignments. As assigned, may guide a team for short projects. Completed work is checked for quality, quantity, timeliness, customer service and other factors including, compliance with work orders and accepted trade practices.

**EFFORT** Moves throughout the airport complex. Stands, bends, stoops and crouches or otherwise moves and positions self to do fabrication, installation or repair. Regularly ascends/descends and/or works from stepladders, extension or vertical ladders, fixed or suspended scaffolds and power lifts for roof and exterior building repairs. Frequently lifts and carries or otherwise moves heavy items weighing over 50 pounds. Uses a wide variety of hand and power tools. Operates controls of vehicle or mobile lift based on judgment and traffic. Communicates by telephone, e-mail and two-way radio.

**WORKING CONDITIONS** Works inside and outside in all kinds of weather (rain, snow, ice, fog, heat). Is regularly exposed to dust, dirt and dampness; cutting tools, moving parts of machinery and power equipment; potential danger of falls (especially from ladders, scaffolds and lifts at extreme height, > 80'); and noise from shop equipment.

Exercises care, follows general and/or special safety precautions and wears safety shoes, goggles, gloves, respirator, hearing protection and other personal protective gear, as required.

**OTHER SIGNIFICANT JOB ASPECTS** Subject to hold-over or recall on a 24-hour basis for essential services and emergencies such as snow removal.