

**CITY OF ELKHART – JOB DESCRIPTION**

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| <b>DEPARTMENT</b>                            | Aviation  | <b>POSITION</b> | Maintenance Chief |
| <b>DIVISION</b>                              |   | <b>STATUS</b>   | Full-time         |
| <b>CATEGORY</b>                              | Salaried  | <b>FLSA</b>     | Exempt            |
| <b>REPORTS TO</b>                            | Airport Department Head   | <b>DATE</b>     | January 2018      |
| <b>JOB SUMMARY</b>                           |   |                 |                   |
|  | <p>Under the supervision of the Airport Department Head, the maintenance chief is responsible for assisting with administrative and supervisory duties associated with the operations of the Elkhart Municipal Airport. This position may recommend activities or methods, and evaluate and provide feedback required to meet safety, security, and maintenance needs. The Maintenance Chief may also assist in developing and enforcing airport policies and regulations. Incumbent acts on behalf of the Airport Department Head in his absence. This position is on call 24 hours per day, 365 days per year, and is responsible for leading, supervising and motivating a team of Airfield Maintenance Technicians. Responsible for identifying opportunities for collaboration in the activities of this division with other divisions and departments throughout the City of Elkhart that promote and enhance effective, efficient and accountable operations.</p>  |                 |                   |
| <b>PRINCIPAL DUTIES AND RESPONSIBILITIES</b> |   |                 |                   |
|  | <ul style="list-style-type: none"> <li>• Reviews airport operations, maintenance, and public safety practices; plans, develops, and recommends corrective actions.</li> <li>• Coordinates, manages, and oversees snow removal operations and the collection and dissemination of surface condition information.</li> <li>• Oversees all maintenance and program planning for entire airport for year round operations as well as other required duties.</li> <li>• Establishes and maintains a preventative maintenance plan for pavements, airfield lighting, airfield painting, and all other airport equipment.</li> <li>• Responds to aircraft related accidents within 5 miles of the airport</li> <li>• Coordinates with FAA during periodic airport inspections to resolve discrepancies.</li> <li>• Incorporates airport security guidelines into daily airport inspections and ensures they are being observed by subordinates.</li> <li>• Employs and uses, in a consistent manner, any approved wildlife control techniques such as bird scare pyrotechnics, cannons, lights, or any other method approved by DNR under permit.</li> <li>• Possesses the ability, skill and knowledge to operate a wide variety of equipment including heavy equipment.</li> <li>• Ensures compliance with FAR 139 and Airport Certification Manual for a Class IV airport.</li> <li>• Supervises maintenance on City owned airport buildings, monitors and prepares work orders and makes recommendations for priority repairs and maintenance.</li> <li>• Responsible for preparing all personnel and equipment accident reports.</li> </ul> |                 |                   |

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|   | <ul style="list-style-type: none"> <li>• Assists in long-term airport planning.</li> <li>• Motivates and sets vision for immediate work group.</li> <li>• Prepares work schedule for all maintenance personnel; schedules vacation time.</li> <li>• Measures performance and implements Personal Improvement Plans.</li> <li>• Recommends and carries out discipline.</li> <li>• Monitors the airport’s self-inspection program and reports defects for corrective action. Maintains an archive of airport inspections.</li> <li>• Responsible for OSHA workplace compliance.</li> <li>• Maintains Right-To-Know station and MSDS logbook. Coordinates OSHA endorsed safety equipment purchases, and other OSHA compliance equipment.</li> <li>• Develops programs to track and ensure employee training regarding safe airport operations.</li> <li>• Responsible for all annual training including, but not limited to, AOA Driver, New Hire, SPCC, Winter Operations, OSHA.</li> <li>• Ensures responsible expenditures of budgeted funds.</li> <li>• Prepare annual Indiana Report of Based Aircraft.</li> </ul>            |
| <p><b>OTHER DUTIES AND RESPONSIBILITIES</b></p> | <ul style="list-style-type: none"> <li>• Coordinates construction projects with various organizations, users, and tenant groups; maintains up-to-date “as-built” plans and documents.</li> <li>• Works with tenants to achieve compliance with federal, state, and local regulations for safe and orderly operations of the airport.</li> <li>• Acts as liaison with control tower, special events, organizations, tenants, users, and airport staff regarding operations and maintenance.</li> <li>• Works with various governmental agencies.</li> <li>• Helps coordinate other activity on the airfield such as the Airshow, Used Car Show, ensuring safety and security of the event.</li> <li>• Responsible for maintaining a fleet of specialized airfield equipment.</li> <li>• Maintains a FAA Advisory Circular library, keeps NOTAM records and system for dissemination of important information.</li> <li>• Carries out consistent inspections per the approved Spill Prevention Control and Countermeasure Plan.</li> <li>• Responsible for making recommendations on any operations related purchases.</li> </ul> |
| <p><b>EDUCATION AND EXPERIENCE</b></p>          | <ul style="list-style-type: none"> <li>• Four (4) year degree from an accredited University or equivalent experience in airport operations.</li> <li>• Commercial Driver’s License and DOT physical required.</li> </ul>  |
| <p><b>KNOWLEDGE, SKILLS, AND ABILITIES</b></p>  | <ul style="list-style-type: none"> <li>• Knowledge of management principles and practices as applies to airport operations, maintenance, and public safety.</li> <li>• Knowledge of FAA rules and regulations affecting airport operations.</li> <li>• Knowledge of airfield construction.</li> <li>• Ability to plan, organize, and supervise the work of others.</li> <li>• Ability to establish and maintain effective working relationships with officials, airport tenants, employees, other City departments, and the general public.</li> <li>• Plumbing, carpentry, electrical, and mechanical knowledge mandatory.</li> <li>• Proficient in the operation of Windows, particularly Word and Excel.</li> </ul>  |

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|  | <ul style="list-style-type: none"> <li>• Ability to communicate effectively, verbally and in writing.</li> <li>• Verbal communications with ground frequency shall be with correct aviation phraseology.</li> <li>• Ability to read and interpret facility and equipment drawings and operating manuals.</li> </ul>   |
| <b>PHYSICAL, MENTAL, AND VISUAL SKILLS</b> | <ul style="list-style-type: none"> <li>• Must possess adequate physical ability to perform any airport-related task.</li> <li>• Ability to bend, stoop, reach overhead, crouch, kneel, or stand for extended periods of time.</li> <li>• Must be able to lift/carry heavy objects; some exceeding 50 pounds.</li> <li>• Clarity of vision with or without corrections.</li> <li>• Good night vision required.</li> <li>• Must be able to multi-task mentally, equally dividing attention between the task being performed and the environment it is being performed in.</li> </ul>  |
| <b>WORKING CONDITIONS</b>                  | <p>Work is primarily outdoors, frequently driving heavy equipment. May be exposed to noise, dirt, particulate matter, hazardous materials, heat, cold and other extremes, and can be very hazardous at times. Work is performed in a 40 hours per week and on airport surfaces and presents unique safety issues. Balance of time is spent indoors in an office setting.</p>  |
| <b>POST OFFER TESTING REQUIRED</b>         | <ul style="list-style-type: none"> <li>• The City of Elkhart is a Drug Free Workplace. Therefore, successfully passing a post offer drug screen is required (random drug testing may be conducted after employment).</li> <li>• Background checks producing acceptable BMV and criminal history reports required.</li> </ul>  |
| <b>POLICY STATEMENT</b>                    | <ul style="list-style-type: none"> <li>• The incumbent is required to possess the knowledge, skills, and abilities, and the physical, mental, and visual skills described in this job description to perform the principal duties, responsibilities and essential job functions.</li> <li>• This job description is intended to describe the general nature and level of work being performed by the incumbent. Principal duties and responsibilities are intended to describe those functions that are essential to the performance of this job and “other” duties and responsibilities include those that are considered incidental or secondary to the overall purpose of this job.</li> <li>• This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by the Mayor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.</li> </ul> |

**EMPLOYEE SIGNATURE**

I have read and understand all of the above. I have reviewed the duties and responsibilities for which I am responsible, as well as the minimum requirements of this position, with my supervisor. I understand that this document does not create an employment contract, and the above declarations are not intended to be an “all-inclusive” list of the duties and responsibilities of the job described. Rather they are intended only to describe the general nature of the job.

**EMPLOYEE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**DEPT. HEAD APPROVAL** \_\_\_\_\_ **DATE** \_\_\_\_\_

**HUMAN RESOURCES D.H.** \_\_\_\_\_ **DATE** \_\_\_\_\_