

Position Description

City of Plymouth, Indiana

Position: **Laborer/Maintenance Part Time**

Department: **Aviation/Airport**

Work Schedule: **As Assigned**

Job Category: **LTC (Labor, Trades, and Crafts)**

Date Written: **May 2019**

Status: **Part-Time or Seasonal**

Date Revised:

FLSA Status: **Non-exempt**

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The City of Plymouth provides reasonable accommodations to qualify employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as Laborer/Maintenance for the City of Plymouth Aviation/Airport Department, responsible for performing general maintenance and grounds work.

DUTIES:

Performs a variety of general maintenance duties, including, but not limited to, maintaining all Airport equipment, painting, replacing light bulbs as necessary, reporting all problems with grounds and equipment to Supervisor. Assisting in maintaining and cleaning all areas.

Performs a variety of seasonal and general maintenance duties including but not limited to: Mowing with large and small equipment, tree and shrub pruning, leaf removal, policing grounds for trash and emptying trash cans to dumpster, washing courtesy vehicles, sweeping and/or pressure washing hangars, snow removal. Be trainable on movement and fueling of aircraft and assisting in fuel testing. Complete Underground Storage Tank Operator "C" training.

Uses a variety of maintenance equipment and power/hand tools in performance of duties, such as pick-up snow plow/dump truck, UTV, front end loader tractor, tractor with multiple implement attachments especially mowers, multiple pieces of landscape equipment.

Reports to Airport Manager and Assistant Manager.

Performs the duties of other staff in their absence or as needed.

SKILLS AND KNOWLEDGES:

Must be at least 16 years of age.

Ability to pass all department hiring requirements including passage of a drug test.

Knowledge of standard English grammar, spelling, and ability to prepare reports as needed.

Ability to operate all variety of maintenance equipment and power/hand tools in performance of duties, such as pick-up snow plow/dump truck, UTV, front end loader tractor, tractor with multiple implement attachments especially mowers, multiple pieces of landscape equipment.

Ability to provide public access to, or maintain confidentiality of, department information and records according to State and Federal (FAA) regulations.

Ability to effectively communicate with co-workers and Airport patrons, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free work place, and personal conduct, and apply OSHA/IOSHA safety regulations applicable to work performed.

Possession of a valid drivers license and a demonstrated safe driving record.

Ability to perform other duties as needed.

RESPONSIBILITY:

Incumbent performs simple, repetitive tasks in cleaning facilities and performs moderately complex tasks in maintaining buildings, equipment and grounds. A complex degree of care and skill are required to protect tools, equipment and aircraft preventing damage and injury.

PHYSICAL EFFORT:

Incumbent performs duties indoors and outside, in a vehicle, tractor and mowing equipment, sitting and/or standing/walking for long periods. Handling, grasping objects, hearing sounds/communications. Close/far vision, color perception, speaking clearly, bending, reaching, crouching/kneeling, climbing ladders, pushing/pulling/lifting/carrying objects weighing up to 50 pounds.

WORKING CONDITIONS:

Incumbent primarily performs duties outdoors. Incumbent may exert continuous physical effort and may be exposed to extreme temperatures and inclement weather. Walking on uneven ground and the dangers of aircraft movement will be common. Incumbent works with fuel, pesticides, near fumes, dust and in a noisy environment. Protective clothing or equipment is used as needed. Incumbent occasionally works extended, evening and or weekend hours.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT:

The job description for the position of Laborer/Maintenance Part time for the Aviation/Airport Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements?

Yes _____ No _____

Applicant/Employee Signature

Date

Print or type name

Parent/Legal Guardian Signature(if applicant is under 18 years old)

Date

Print or type name