

# Marion County Board of County Commissioners

## POSITION DESCRIPTION



*To be successful in this position, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### AIRPORT OPERATIONS LEAD TECHNICIAN

**Department:** Parks & Recreation - Airport  
**Pay Grade:** 105  
**FLSA Status:** Non-Exempt  
**Job Class:** 7076  
**Risk Code:** 7403

#### JOB SUMMARY

Responsible for assisting the Airport Manager in operating activities of the County Airport, grounds, and facilities. Activities include maintenance, security, inspection, and aircraft fueling operations. Work includes enforcement of Marion County ordinances and FAA/FDOT regulations, safety and security regulations governing the operations of the airport, and responsibility for the safety of life and property in connection with the use of this facility. During absence of superiors, employee may work independently and act as the main point of contact for all Airport activities.

#### ESSENTIAL JOB FUNCTIONS

- Ensures airport is maintained in accordance with FDOT, FAA, and local standards.
- Ensures emergency procedures are adhered to, following aircraft emergency incidents and emergency medical incidents. May also be required to respond to and physically secure incident scenes for extended hours until appropriate authorities arrive.
- Maintains all aviation service levels. Greets transient customers, assists aircraft crew and passengers with needs, including, but not limited to, aircraft fueling, towing, hangar operations, and acquiring other referral operations services, as necessary.
- Interacts with pilots, aircrew and customers to assist with accommodation, specific requests, and access.
- Advises the Airport Manager on issues and recommendations associated with airfield operations.
- Supervises technicians including establishing work schedules, daily task priorities, training, oversight, and performance appraisals.
- Maintains aviation fuel farm and fuel trucks (when equipped), which includes daily inspections, sump procedures, communicating quantities, and other related tasks. Drives and operates large class B fuel tankers on the airport property.
- Performs daily airfield condition inspections of runways, taxi-ways, ramp areas, hangars, and associated lighting and signage. Performs basic repairs on airfield fixtures as needed.

- Performs complete care of 800-acre grounds including mowing, trimming, raking leaves, removing fallen tree limbs, trimming, fertilizing, mulching, and spraying trees, plants, and flowerbeds both for aesthetics and operational requirements of the airport.
- Operates and maintains lawnmowers, tractors, chippers, loaders, augers, and other light and medium sized equipment.
- Operates aircraft towing equipment to move aircraft to alternate airfield locations and in and out of hangars. Secures aircraft with indoor or outdoor procedures.
- Performs custodial functions including cleaning and sanitizing facilities, cleaning windows and floors, vacuuming carpets, and emptying trash receptacles. Dusts walls, baseboards, furniture, and office equipment, as well as strips and waxes floors using professional cleaning equipment and chemicals.
- Collects and files rental payments.
- Sets up and takes down tables and chairs for scheduled programs and events. May perform event set-up, clean-up, and setting up barriers.
- Makes minor repairs and improvements to airport equipment and facilities to include painting, welding, plumbing, woodworking, crafting, pressure washing and various other projects; this includes replacing toilets, sink drains, sewer and water lines, and locating water leaks inside and outside buildings.
- May be required to work and coordinate special events outside of normal duty schedule. Coordination may include attendance, set-up and tear down, organizing aircraft and vehicle parking, aircraft and vehicle travel lanes, as well as acting as a general liaison between the Marion County Airport and the event.
- May be required to regularly be scheduled on-call for after-hour service calls. May also be required to respond after hours to aircraft/airport emergencies.
- Provides excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person, by phone contact or electronic communications.
- Implements the organization's guiding principles and core values.
- Performs other related job duties as assigned.

### **SUPERVISION**

This position is responsible for directly and regularly supervising work of a relatively small number of employees with no indirect supervision. Includes assigning, directing, evaluation and reviewing work of subordinate employees. Responsibilities include providing on the job training and evaluating job performance.

### **QUALIFICATIONS**

#### **Education and Experience:**

Associate's degree or equivalent; and two (2) years' related leadership experience, with two (2) years' supervisory experience preferred; or an equivalent combination of education and experience.

**Licenses or Certifications:**

Possession of a valid, State of Florida Commercial driver's license to operate a motor vehicle. Requirement exists at the time of hire and as a condition of continued employment.

- FAA Pilot Certificate preferred.
- Aviation or Mechanical experience is highly preferred.
- Required to acquire and maintain First Aid/CPR certification (training provided).
- Subject to background investigative efforts IAW Department of Homeland Security.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to speak and comprehend English.
- Ability to communicate on aviation radios (training provided).
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively one-on-one with customers and employees of the organization.
- Ability to add and subtract two-digit numbers and multiply and divide with tens and one hundreds.
- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.
- Ability to deal with problems involving a few concrete variables in standardized situations.
- Ability to exercise some judgment in selection of procedures, methods, tools, or equipment to own work to accomplish tasks.
- Knowledge of general grounds keeping and custodial cleaning techniques.
- Ability to communicate with the Airport Manager and Department leadership.
- Ability to maintain a positive and professional appearance.
- Ability to remain flexible for work assignments.
- Ability to operate equipment safely and efficiently.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

**PHYSICAL DEMANDS**

The work is medium work which requires exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. While performing the duties of this job, the employee will occasionally be required to climb or balance, stoop, kneel, crouch, or crawl, taste, or smell; will regularly be required to reach with hands and arms; and will frequently be required to stand, walk, use hands to finger, handle, or feel, talk, or hear. Will be required to carry and operate large diameter fuel hoses over the shoulder. Must be able to support the weight of the hose and the fuel nozzles to avoid contact with mid/high-wing aircraft. Will be required to climb ladders and operate on elevated positions

sometimes without railing. Sight, hearing and splash protection equipment may be required for some tasks.

**WORK ENVIRONMENT**

Work is performed primarily in and outdoor Airport environment including all-weather conditions. While performing the duties of this job, the employee will be exposed to loud noise, fuel vapors, exposure to jet engine blast and high-speed propellers; will occasionally be required to be exposed to high and precarious places, fumes or airborne particles, and risk of electrical shock; will regularly be required to be exposed moving mechanical parts, toxic or caustic chemicals, outdoor weather conditions, and vibration.

***Marion County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.***

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor (or HR) Signature

\_\_\_\_\_  
Date

**E.O.E.** Marion County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.