

**SUPERVISING AIRPORTS BUILDING MAINTENANCE TECHNICIAN**

**DEFINITION:**

Under direction, supervises and directs the activities of personnel that perform a variety of semi-skilled and skilled repair and maintenance work of airport buildings, hangars, related facilities and fueling systems, mechanical and related equipment.

**SUPERVISION RECEIVED/EXERCISED:**

Receives supervision from the Airports Landside Superintendent or designee. Exercises supervision over assigned staff.

**DISTINGUISHING CHARACTERISTICS:**

The Supervising Airports Building Maintenance Technician (ABMT) is a first-line supervisor responsible for the day-to-day work activities of employees engaged in a wide range of Airports building, maintenance and other related tasks. This class is distinguished from the ABMT class in that incumbents of the latter do not have supervisory duties of other employees.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES:**

*May include, but not limited to, the following:*

Plans, schedules, supervises and assigns the work of assigned staff engaged in the maintenance of the buildings, facilities and related systems, and equipment of the Airports Department; conducts performance evaluations, training and making hiring and corrective action recommendations.

Ensures staff complies with pertinent Department and City policies, rules, regulations and procedures, and applicable federal, state and local laws.

Ensures proper function, operation, and maintenance of facilities and equipment in compliance with Federal Aviation Administration (FAA) and Transportation Security Administration (TSA) standards.

Assures the effective use of time, materials, and equipment; maintains time and labor distribution records.

Maintains equipment, tools, parts and supplies inventories and ensures stocks are replenished as needed.

Provides airport security surveillance within the FAA-mandated Security Identification Display Area (SIDA) and airport perimeter during routine and escalated civil aviation

security levels and airport construction projects.

Assists the Airport Rescue and Firefighting (ARFF) staff as needed during aircraft in-flight and ground emergencies, disabled aircraft recoveries, and emergency medical aid responses.

Participates in the clean-up of toxic and hazardous material spills, bomb searches and crowd control as required.

Completes a variety of logs, documents, and/or reports.

Performs related duties as required.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS:**

**Knowledge of:**

Principles and practices of effective employee supervision, including selection, training, work evaluation, and discipline.

Department and City policies, rules and regulations.

The use and care of power and hand equipment and tools, automotive equipment, and facility maintenance and repair equipment (i.e., fork lifts, air compressors, pumps, man lifts, and fueling equipment, etc.)

The practices and precautionary requirements involved in the building trades, including overall safe work practices and procedures.

The maintenance, operation and chemical treatments used for cooling towers, closed loop systems, and the testing procedures.

Customer service principles and practices.

Maintenance and repair of airport equipment, security doors, baggage conveyor belts, automatic operating doors, security roll-up doors, public address system, Jet Bridge and related equipment.

The building trades, including moderate to difficult plumbing, heating and air conditioning maintenance and operation.

**Skill in:**

Preparing and maintaining records, logs, and related documentation.

The operation of modern office equipment including computer equipment.

**Ability to:**

Effectively plan, direct and supervise subordinate staff.

Safely perform duties in the vicinity of aircraft, including the operation of radios in accordance with FAA established air traffic control communication procedures.

Prepare clear, concise, and comprehensive records, reports, correspondence, and other written materials.

Read and interpret sketches, diagrams and blueprints.

Prepare clear, concise, and comprehensive reports, records, correspondence, and other written materials.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with staff, tenants, customers, and the general public, and those contacted in the performance of assigned duties.

Perform duties under adverse weather conditions.

**MINIMUM QUALIFICATIONS:**

An associate's degree from an accredited college or university; **AND** three (3) years of paid work experience in building maintenance and repair work, which includes skilled experience in the building construction trades, one year of which includes lead or supervisory experience. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

**Special Requirements:**

Eligibles certified for consideration for hire will be required to successfully pass an extensive background investigation and Department of Justice fingerprinting process before being eligible for hire.

Possession of a valid driver's license is required at time of appointment. Possession of a valid California Driver's License is required within sixty (60) days of appointment.

APPROVED: Signature on File DATE: 11/10/16  
Director of Personnel Services