

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 508**

**AIRPARK MAINTENANCE FOREMAN**

**GENERAL**

This is a skilled position at a foreman level. This is operations work in performing a variety of specialized maintenance and repair tasks for the safe and efficient operations of the City's Airport facilities. The primary duties of this position are to assist in the day-to-day operations and duties associated with the safety, maintenance, and security of the airport. This is an essential position; incumbent will be required to work extended hours during climatic weather related events or other emergencies. An employee in this class is responsible for various activities related to the maintenance, inspection and operations of the airport and related facilities in accordance with local, state and federal regulations. Employees must exercise initiative and judgment in

**EXAMPLES OF ESSENTIAL DUTIES**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Supervise skilled and unskilled labor, as well as, participates in a variety of grounds maintenance activities such as: sprinkler systems, planting, siding, trimming, mowing, edging, pruning, watering and fertilizing of grass, flowers, shrubs and trees, in median strips, traffic islands, xeriscaping beds, recreation areas, and around public buildings, may also include spraying of insecticides, fungicides and weed killers on grass, flowers, shrubs, trees and on runways, taxiways and aircraft apron areas. Responsible for supervising vendors and contractors performing maintenance and construction projects associated with Airport CIP programs.
- Plans and assigns workers jobs, secures needed tools, equipment, supplies and materials.
- Enforces safety procedures and precautions while working on and around aircraft movement areas.
- Maintains airport movement areas in accordance with FAA Advisory Circulars.
- Investigates complaints, endeavors to maintain good public relations.
- Performs preventative maintenance and repairs of machinery and equipment associated with airport buildings (Air Traffic Control Tower) including plumbing and HVAC systems and emergency generators.
- Performs maintenance on airfield electrical that include runway/taxiway signage and lighting systems as well as airport navigational aids.
- Ensures compliance with FDOT airport licensing requirements.
- Performs related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of work safety, PPE (Personal Protective Equipment) and OSHA standards
- Knowledge of mechanical, irrigation and plumbing principles
- Knowledge of turf maintenance and large commercial airfield mowing equipment.
- Knowledge of mechanic practices, procedures, tools and equipment.
- Knowledge of preventive maintenance practices of mechanical equipment.
- Knowledge of methods, materials and equipment in the forestry/arborist industry.
- Ability to communicate and read written work orders, oral instructions, or blueprints, follow maps, routes, manuals, layouts and sketches and schematics.
- Ability to communicate effectively (English is the Universal Aviation Language) with FAA Air Traffic Control personnel.
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- Ability to safely operate required hand, electronic, mechanical tools and equipment.
- Ability to maintain inventory, prepare reports and maintenance records and files
- Ability to accurately prepare correspondence.

- Ability to effectively communicate and interact with other employees through the use of telephone and personal contact.
- Ability to navigate safely on airport movement areas without disrupting aircraft operations.
- Ability to perform strenuous manual labor.
- Ability to assess, identify problems and find solutions.
- Ability to prioritize task and time management.
- Ability to perform a variety of semi-skilled maintenance and repair tasks to municipal facilities and property.
- Ability to perform heavy manual labor for extended periods of time, often under hot and humid conditions.
- Ability to learn job-related information, primarily through on-the-job training via oral instructions and observations.
- Ability to lift heavy objects over short distances and lighter objects over longer distances.
- Ability to ascend and descend ladders to access work areas.
- Ability to train and supervise.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

### **MINIMUM QUALIFICATIONS**

High school diploma or equivalent. Associates Degree Preferred. Extensive experience in grounds/parks and building maintenance with some supervisory experience. May be periodically called in after hours to perform maintenance responsibilities with ensuring 24 hour airport operations.

A comparable amount of training and experience may be substituted for the minimum qualifications.

### **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. Significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling. Ability to perform strenuous physical labor. Ability to lift up to 50 lbs. Exposure to fertilizers and chemicals associated with turf maintenance as well as adverse outdoor weather conditions.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **SPECIAL REQUIREMENTS**

Possession of a valid, appropriate CDL (Class B) Florida driver's license and an acceptable driving record with air breaks.

**Created. 8/04/2014 SR**

**Bargaining Unit: Bargaining**

**FLSA: Non-Exempt**

**Classification: 22/42**

**Location: Public Works**

**GERS: Regular Class**