



JOB POSTING

POSITION TITLE: Maintenance Equipment Operator I/II
LOCATION: Airport
HIRING RANGE: \$23.56 - \$27.49\Hr
STATUS: Full Time
HOURS PER WEEK: 40
WORK HOURS: 7 AM – 3 PM

APPLICATION DEADLINE: Ongoing

Current Winnebago County employees interested in applying for this position will need to complete the Winnebago County Application for [Departmental Transfer/Position Change](#) form. Other parties interested in applying for this position will need to complete the [Winnebago County Application for Employment](#).

WINNEBAGO COUNTY POSITION DESCRIPTION *November 2022*

POSITION TITLE: Maintenance Equipment Operator I/II
DEPARTMENT: Airport
PAY BASIS: Hourly

PURPOSE AND SUMMARY:

Performs maintenance duties on and within the airport buildings and grounds. Assists in the inspection of airport property to ensure a safe and efficient airport operation. Adjusts regular schedule to accommodate the needs of the airport.

ESSENTIAL FUNCTIONS:

1. Operates and trains other employees on all airport heavy equipment including large snowplows, blowers, brooms, front-end loaders, tractors and mowers, dump trucks, forklifts, paint strippers, generators, compressors and pumps.

2. Performs maintenance on airport lighting systems to include replacing transformers and bulbs; making splices; installing new connectors, posts and couplings; troubleshooting electrical faults; and aiming and aligning runway lights. Maintains and repairs other outdoor and indoor safety lighting.
3. Performs landscaping work, including grading, mowing, seeding, fertilizing, applying chemical herbicides and pesticides, planting shrubs, and caring for and maintaining grounds as necessary.

ADDITIONAL ESSENTIAL DUTIES:

1. Performs all additional essential duties of a Maintenance Equipment Operator I.
2. Issues FAA Notice to Air Missions (NOTAMs), providing safety-critical airport updates to pilots.
3. Issues Field Condition (FICON) NOTAMs during inclement winter weather and relays findings to the on-duty Air Traffic Controllers (ATCs); which includes closing runways, taxiways, or apron parking areas if the circumstances warrant.
4. Performs regular, periodic, special and continuous inspections of the airport movement and non-movement areas, in accordance with FAA guidance, including accurate record keeping.
5. Assists the Maintenance and Operations Manager with monthly safety meetings and safety training events.
6. Assists the Maintenance and Operations Manager with coordinating airfield construction activities with Air Traffic Control, FAA Tech-Ops and other airport stakeholders.
7. Performs non-vehicle related parts inventory.
8. Performs runway friction tests and assists with runway deice/anti ice application.
9. Responsible for maintaining annual hangar preventative maintenance program and associated records.
10. Performs other related duties as may be assigned.

WORK RELATIONSHIPS:

1. Reports to Maintenance & Operations Manager.
2. Works with Winnebago County employees from Facilities & Property Management, Highway Department, and Parks Department as needed for various projects. Also works with other Airport department employees, airport tenants and service providers.
3. Works with Federal Aviation Administration (FAA) employees and Midwest ATC employees on matters related to airport Navigational Aids (NAVAIDs) and issues pertaining to airport safety.

REQUIRED EDUCATION, EXPERIENCE, TRAINING, AND CERTIFICATION:

1. High School diploma or equivalent.
2. Two or more years airport maintenance experience.
3. Airport Certified Employee (ACE) certification (Lighting or Operations) or ability to obtain within 6 months.
4. Possession of a Wisconsin Class B unrestricted Commercial Driver's License.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to operate airport specific heavy equipment and machinery, and to operate other mechanical devices.
2. Knowledge of the maintenance and repair of various mechanical devices and of carpentry, plumbing, and a broad knowledge of electrical work.
3. Knowledge of airport FAA advisory circulars related to airfield inspections, lighting/markings/signs standards, and airfield design.
4. Ability to apply all skills to a variety of work situations.
5. Ability to deal effectively and cordially with the general public.
6. Ability to work under limited supervision.
7. Possess good organizational skills.

PHYSICAL REQUIREMENTS:

1. Ability to lift items of 75 lbs. or more several times per week.
2. Ability to perform work from a standing or walking position throughout the bulk of the shift.
3. Ability to perform work for periods of less than two hours per shift which requires full manual dexterity in both hands.
4. Ability to perform heavy manual labor for short periods of time under adverse temperatures and/or humidity extremes.
5. Ability to perform heavy manual labor involving occasional bending, stooping, and climbing.