

REVISED

MEMORANDUM

TO: ALL DEPARTMENT HEADS
FROM: CLEVE NORRELL
MONROE REGIONAL AIRPORT DIRECTOR
DATE: JULY 15, 2010
SUBJECT: PUBLIC WORKS EQUIPMENT OPERATOR I - JOB OPENING

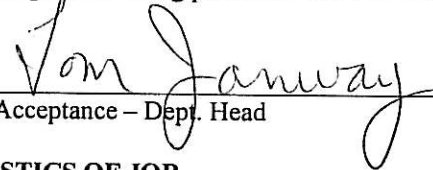
A JOB OPENING EXISTS AT THE MONROE REGIONAL AIRPORT FOR ONE (1) EQUIPMENT OPERATOR I. IF THIS POST IS NOT FILLED BY A CURRENT QUALIFIED CITY EMPLOYEE WITHIN TEN (10) WORKING DAYS OF THIS NOTIFICATION, IT WILL BE OPENED TO THE PUBLIC ON JULY 30, 2010

NOTICE TO APPLICANTS: ALL WORK RECORDS AND ATTENDANCE RECORDS WILL BE RESEARCHED.

CITY OF MONROE
HUMAN RESOURCES
DEPARTMENT

JOB CLASS NUMBER: AIRPORT 431 - #7655
JOB TITLE: EQUIPMENT OPERATOR I
DEPARTMENT: DPW - AIRPORT
REVISION DATE: NOVEMBER 02, 2004

This job description aptly describes the duties and/or assignments being performed but does not exclude other occasional work assignments not included


Acceptance - Dept. Head

DEFINITION/DISTINGUISHING CHARACTERISTICS OF JOB

Under general supervision, is responsible for operation of light trucks, tractors, and similar equipment in construction and maintenance work of routine difficulty; performs related work as required.

EXAMPLES OF DUTIES

Drives, operates and does routine maintenance on such equipment as tractors, small mowers, bush hogs, rotary mowers, light trucks and equipment; assists in the construction, maintenance and/or repair of drainage facilities on property; services and makes minor adjustments to equipment assigned; reports mechanical failures and need for repair; mechanical maintenance under supervision; loads and unloads peripheral equipment and related materials; joins other crew members in manual labor as necessary; and does maintenance/preventive maintenance in and around buildings located on the Airport property.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

Works inside and outside in all kinds of weather; exposed to dust, noise and dirt; provide assistance in locating and exposing broken electrical lines used to light runways and taxiways at the Airport; assist in minor plumbing duties, electrical and air conditioning problems in buildings leased by the Airport; clean up parking areas on all Airport property; provide assistance in the striping of all runways and taxiways and assist with the replacing of lights on all runways and taxiways.

MINIMUM QUALIFICATIONS

Training and Experience

Some experience in operating or driving light construction equipment, trucks or related equipment; good driving record.

FAA required safety training in runway/taxiway familiarization, communications with the Control Tower, excursion and drivers training, with recurrent training each year.

Knowledge, Abilities, and Skills

Must have skills in operating aircraft radio and able to communicate with Air Traffic Control Tower for safe operation on airfield; some skill in operation of simple tools. Ability to understand and follow instructions; learn from on-the-job training in use of mechanical equipment.

LICENSES AND CERTIFICATES

Appropriate vehicle license.