



## **JOB DESCRIPTION**

### **AIRPORT GROUNDS MAINTENANCE ATTENDANT**

**(Part Time – 32 Hours/Week)**

#### **DEFINITION**

Under general supervision, to perform a variety of skilled and semi-skilled work in the maintenance of airport grounds and equipment, landscaped areas and facilities; assist airport staff in servicing of aircraft and general operation of the airport; and to perform related work as assigned.

**EXAMPLES OF DUTIES:** These examples are intended only as illustration of the various types of work performed in the positions allocated to this class. The examples of work performed are neither restricted to nor all-encompassing of the duties to be performed under this job title. (E=Essential Duty M=Major Portion of Time)

- Maintain grounds and facilities of Ukiah Municipal Airport facilities and related areas, as directed. (E-M)
- Plant, transplant, remove, fertilize, prune, cultivate, water, and spray flowers, shrubs and trees. (E-M)
- Participate in landscape construction and repair. (E)
- Operate and maintain various types of mowing and landscape equipment. (E)
- Perform preventative maintenance and minor repairs to equipment.
- Install and repair airport irrigation systems.
- Performs janitorial duties of airport facilities as necessary.
- Assist in fueling of aircraft, as necessary. (E)
- Assist in maintenance and repair of airport buildings and grounds (E)
- Work flexible hours, including weekends and holidays. (E)
- Performs other related duties as assigned.

#### **QUALIFICATIONS**

##### **Knowledge of:**

- Methods, tools, techniques, and supplies used in gardening and landscape work.
- Basic characteristics of plant and tree pests and diseases, and plant design and use.
- Sprinkler design, installation, and maintenance.
- Aircraft fueling & servicing techniques.
- Safe work practices.
- Customer relations techniques.

##### **Ability To:**

- Perform a wide variety of landscape maintenance work.
- Use hand and power tools and equipment required in general grounds maintenance work.
- Perform heavy manual labor.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative relationships with those contacted in the course of work.
- Handle public contacts in an appropriate and professional manner.
- Keep accurate records and perform simple arithmetical calculations.

- Work independently in the absence of direct supervision.
- Perform all aspects of assigned duties, including stooping, lifting, reaching, pulling and climbing.
- Perform semi-skilled work in a variety of building and grounds maintenance and janitorial work, and lift up to 40 pounds.
- Work flexible hours, including weekends and holidays.

**Experience:**

- One year of experience in grounds keeping, or related maintenance work;
- Experience demonstrating mechanical aptitude preferred.

**Education:**

Completion of formal or informal education sufficient to assure the ability to read and write at the level required for successful job performance.

**Necessary Special Requirements:**

- Possession of a valid Class C California Driver's License;
- Ability to work weekends;
- Airport employees must live within a 30-minute response time to the Ukiah Municipal Airport.

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