

**Seymour Municipal Airport Authority
Job Description**

Job Title: Maintenance Employee
Work Schedule: 7:00 AM – 4:00 PM Monday-Friday
Supervised by: Maintenance Foreman
Supervises: None
FLSA: Non-Exempt
Starting Salary: \$42,294.00

APPLICATIONS AND RESUMES MUST BE RETURNED BY NOVEMBER 18, 2024 4:00PM –

General Summary

Perform general repair of and maintain Airport Property, including mowing and other maintenance tasks.

General Duties

1. Attach and operate various equipment and mowers to tractors for maintenance of airport property.
2. Attach and operate equipment to broom runways, taxiways and apron areas of the airport.
3. Operate and attach snow removal equipment.
4. Ability to operate power equipment such as lawn mowers, chain saws, weed eaters, power saws, etc.
5. Perform minor maintenance tasks such as carpentry, roof repair, plumbing, painting and electrical as needed.
6. Responsible for the daily inspection and maintenance of equipment. Performs routine maintenance on equipment, i.e. replace parts, filters, changer oil, etc. to maintain equipment in good operating condition.
7. Operate a variety of maintenance equipment including but not limited to pickup trucks, dump truck, tractors, sprayers, mowers, skid steer, ditch bank, and loader attachments.
8. Ability to perform minor electrical work (if licensed).
9. Repair roadways using a cold mix asphalt.
10. Subject to 24-hour emergency call in.
11. Must be available every third weekend for fuel system review (2 hours per day).
12. Ability to complete fuel delivery inspection, assist in aircraft refueling, fuel safety regulations, and fuel properties.
13. Understand emergency action plan, airport layout plan, and traffic patterns with proper training.
14. Performs other task as assigned by the maintenance foreman or Airport Manager.

Physical Effort Work Environment

Performs duties involving physical exertion such as standing/bending for long periods of time, depth perception, hearing, lifting/carrying objects weighing up to 50 pounds on a regular basis and more than 50 pounds occasionally, pushing/pulling objects, crouching/kneeling, reaching, bending and handling/grasping objects. Most work will be performed outdoors.

Personal Work Relations

Employees maintain frequent contact with co-workers and the public for the purpose of exchanging information. Employees are frequently assigned work tasks and have little direct supervision in the performance for the task.

Working Conditions

Employee occasionally works extended hours and on weekends or evening and nights for special events and snow removal. Position rarely requires out of town travel. Employee will be working outdoors in temperatures in excess of 100 degrees and below freezing through out the year.

Employment Qualifications

Education – High School Diploma or GED required. Prior experience operating maintenance equipment a plus.
Special Requirements – Employee must have or obtain a Class B CDL within six months of employment.

This description is intended to describe type and level of work being performed by a person assigned to this job. It is not an exhaustive list of all duties and responsibilities required by a person so classified.

Applicant – Employee Acknowledgement

The job description for the position of maintenance employee for the Seymour Municipal Airport Authority describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all the job duties, responsibilities and requirements contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined? YES____ NO____

Applicant-Employee Signature

Date

PLEASE SUBMIT RESUMES AND APPLICATIONS TO:

AIRPORT TERMINAL -
MORGAN BOBB
AIRPORT ADMINISTRATIVE ASSISTANT
1025 A AVE.
P.O. BOX 702
SEYMOUR, INDIANA 47274

OR

SEYMOUR CITY HALL -
ATTEN: DAWN WHITE (HR DIRECTOR)
301-309 N CHESTNUT STREET
SEYMOUR, INDIANA 47274