

**Seymour Municipal Airport Authority  
Job Description**

**Job Title:** Seasonal Maintenance/Mowing Employee – with potential full time at end of season  
**Work Schedule:** 7:00 AM – 4:00 PM Monday-Friday  
**Supervised by:** Maintenance Foreman  
**FLSA:** Non-Exempt

**APPLICATIONS AND RESUMES MUST BE RETURNED BY FRIDAY, JUNE 20<sup>TH</sup> –**

**General Summary**

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

**General Duties**

- Ability to operate power equipment such as lawn mowers, and equipment for property maintenance, etc.
- Perform minor maintenance tasks such as carpentry, roof repair, plumbing, painting and electrical as needed.
- 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.
- Repair blacktop using a cold mix asphalt.
- Performs other task as assigned by the maintenance foreman or Airport Manager.
- The above duties may vary as the need arises.

**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 throughout the year.

**Employment Qualifications**

Education -- High School Diploma or GED required. Prior experience operating maintenance equipment a plus.

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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 mowing/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**