



**DUTCHESS COUNTY
CLASS SPECIFICATION**

**AIRPORT MAINTENANCE
MECHANIC I TRAINEE**

DATE ADOPTED: 01/21/24

LAST REVISION: 1/27/25

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DISTINGUISHING FEATURES OF THE CLASS:

This is a one-year entry level traineeship in which incumbents attend driving school and receive on-the-job training in a variety of semiskilled and skilled tasks in the maintenance and repair of airport buildings, equipment, and grounds. In addition, the incumbent is required to train and participate in Aircraft Rescue and Fire Fighting operation and comply with all State and Federal regulations pertaining to airport operations. Work is performed under the direct supervision of a higher-level employee. An employee in this class may be required to work hours other than in the normal workweek. Supervision is not a normal function of the class. Upon successful completion of the traineeship, the incumbent will advance to the title of Airport Maintenance Mechanic I. This position is subject to pre-employment DOT drug testing and ongoing DOT drug and alcohol testing in accordance with DOT guidelines.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Receives on-the-job training in building maintenance and repair activities such as painting, masonry, electrical roofing, plumbing, glazing and carpentry;
2. Receives on-the-job training in grounds maintenance and repair activities such as mowing grass, grading earth, patching roadways, and installing signs and aircraft tie downs;
3. Receives on-the-job training in maintenance and assisting higher level employees in the repair of motor equipment, power tools and airport electrical systems;
4. Receives on-the-job training in patrolling the airport property, performing security checks including confronting and addressing suspicious activity and completes all required inspections;
5. Attends Driving School, classes and trainings offsite for the purposes of obtaining a Class B Commercial Driver License (CDL);
6. Assists in snow and ice control activities in accordance with the FAA approved snow and ice plan, including the operation of snowplows and snow removal equipment and the application of ice melting chemicals and sand;
7. Conducts maintenance and operation inspections of grounds, buildings, facilities and equipment, following established Federal and State guidelines;
8. Performs and is responsible for Aircraft Rescue and Fire Fighting (ARFF) activities including operation of ARFF vehicle, fighting fires, rescue of persons trapped in aircraft when accompanied by at least one other trained employee or outside fire rescue personnel, and assisting in rendering emergency first aid treatment;
9. Performs and is responsible for day to day wildlife depredation in accordance with required USDA annual training;
10. Operates a two-way radio, maintaining contact with control tower;
11. Attends training programs and courses as directed;
12. Conducts airport inspections and issues orders to reopen airport following an emergency in the absence of higher authority.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the principles, practices, tools, and materials used in the maintenance and repair of airport buildings and grounds;



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Knowledge of Aircraft Rescue and Fire Fighting practices and procedures and emergency first aid;
 Knowledge of construction equipment sufficient to operate efficiently in routine maintenance and repair of buildings and grounds;
 Knowledge of automotive repair tools and practices;
 Knowledge of electrical repair tools and practices;
 Working knowledge of motorized equipment repair and maintenance to keep equipment in operational condition and to perform repairs and maintenance;
 Ability to climb to and work in elevated work conditions;
 Ability to understand and carry out complex oral and written instructions;
 Ability to operate specialized motor equipment used in airport maintenance and operation;
 Ability to establish and maintain effective working relationships with others;
 Ability to operate two-way radios;
 Ability to work outdoors under all weather conditions;
 Ability to learn new repair and maintenance techniques;
 Ability to perform all duties in a safe and appropriate manner, in compliance with applicable OSHA, DOL, DMV, FMCSA, PESH, FAA and departmental regulations;
 Personal characteristics necessary to perform the duties of the position;
 Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

One (1) year of paid work experience in building construction or repair, automotive repair, electrical repair or airport repair, maintenance and fueling.

SPECIAL REQUIREMENT:

1. Candidates must possess a valid New York State driver’s license at time of application. **A copy of the current driver’s license is required at time of application to be able to be considered for appointment.**
2. A valid New York State Class B Commercial Driver's License (CDL) must be obtained within 6 months of appointment in order to maintain the position.
3. Possession of New York State Firefighter I (or equivalent) at time of application and to maintain position.
4. Attend annual FAA approved Specialized Aircraft Firefighting Training to maintain position.

COUNTY USE ONLY:

BARGAINING UNIT: CSEA-8	JURISDICTIONAL CLASSIFICATION: Non-Competitive
GRADE: 10	FLSA Code: OT Eligible
REVISION HISTORY: 01/21/24 1/27/25	