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### AIRPORT MAINTENANCE COORDINATOR

**DEFINITION:** Under general supervision, performs work of moderate difficulty in coordinating a variety of skilled maintenance work in the operation of all airport facilities, including electrical, plumbing, HVAC, pavement and dirt work on an on-call basis, as scheduled or as otherwise needed; inspects airport facilities, airfield and movement area to ensure compliance with Federal Aviation Regulations (FAR) and applicable rules and regulations; performs related work as assigned.

**ESSENTIAL FUNCTIONS:** This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

#### **TASKS:**

Coordinates and performs skilled maintenance work in the operation of airport facilities, including electrical, plumbing, HVAC, pavement and dirt work requiring operation of large equipment and vehicles; works closely with engineers and contractors to ensure compliance with specifications; maintains entire airfield/movement area in compliance with all Federal Aviation Regulations (FAR) Part 139 and Airport Certification Manual objectives; responds to airport incidents/accidents to assist in relief activities between fire, rescue and emergency services, airport tower control (ATC) and Airport Manager; performs duties as specified in Airport Emergency Plan and submits written reports to Airport Manager; conducts routine inspections of airport facilities and airfield; maintains accurate records of inspections and deficiency reports.

Ensures integrity of AOA (area of airport) access control system; performs all A.O.A. security inspections required in FAR Part 107, 139 and monitors movement area for incursions; performs wildlife control/dispersal/disposal methods to ensure airfield and airspace safety; processes airfields NOTAMS (notice to airmen) as required with various flight service stations; maintains airfield and terminal supplies; orders and maintains supplies and equipment; conducts snow and ice obstruction removal when conditions warrant; coordinates between contractors, airport users and other Navajo Nation programs to maintain airport safety and security;

Responsible for maintaining work and field activities records; maintains electronic and hard copy files and database of all airport related activities required for federal documentation; prepares required reports; attends and participates in meetings with chapters, Nation programs, committees, federal, state and county agencies and public meetings and hearings; keeps abreast of changing laws, policies, procedures, guidelines and standards of the industry by attending seminars, training and conferences.

#### **KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

Knowledge of Federal Aviation Administration (FAA) rules, radio operations, radio codes and the airport emergency plan.

Knowledge of electrical maintenance, HVAC, plumbing and building maintenance.

Knowledge of customer service and public relations methods and techniques.

Knowledge of operation and maintenance of power and hand tools and equipment utilized in the maintenance and repair of airport facilities.

Skill in utilizing verbal and written communication.

Skill in safely inspecting and maintaining airport facilities and grounds.

Skill in establishing and maintaining effective working relationships.

Ability to establish and maintain good working relationships with co-workers, supervisors and departments.

THE NAVAJO NATION

Class Code: 4094  
General Services and Maintenance Series  
Aircraft Pilot and Services Group  
Overtime Code: Non Exempt  
Pay Grade: 62

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AIRPORT MAINTENANCE COORDINATOR

Ability to follow verbal and/or written instructions.  
Ability to work under stress and handle stressful situations.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work requires flexible hours working; working in noisy environment with exposure to all types of weather conditions and toxic fumes. Work requires the ability to lift 50 lb. objects.

**MINIMUM QUALIFICATIONS:** An Associate's degree in Engineering or related field; and four (4) years of engineering and maintenance experience in an airport environment; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties..

**SPECIAL REQUIREMENTS:** Must possess of a valid state driver's license and must obtain a Navajo Nation Vehicle Operator's Permit and Commercial Driver's License (CDL) within 90 days of employment. Must have a telephone.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.