



# Grand County

## Job Description

<b>Title:</b>	ARFF/Operations Technician	<b>Job Code:</b>	1110
<b>Division:</b>	Operations	<b>Effective Date:</b>	09/2017
<b>Department:</b>	Airport	<b>Last Revised:</b>	1/7/2022

### GENERAL PURPOSE

Performs a variety of **technical operational duties** as needed to ensure the efficient and effective operation of the Canyonlands Regional Airport. Performs day-to-day tasks related to facilities and airfield maintenance, organizing projects, inventorying, ordering and purchasing airport supplies, periodic supervision of airport operations, interacting with airport stakeholders, tenants and cooperative agencies. Responds to medical emergencies in an assistance role as an Aircraft Rescue Fire Fighter (ARFF). Serves as acting authority for airport operations in absence of Airport Director.

### SUPERVISION RECEIVED

Works under the general supervision of the Airport Director and/or the Operations Manager.

### SUPERVISION EXERCISED

None.

### ESSENTIAL FUNCTIONS

**Airport Operations:** Maintains personal knowledge of current local, state and federal regulations concerning airfield operations, airfield equipment requirements, and other airport regulations, which govern the operation of the Department. Reviews and stays current with various safety and security manuals, as required by the Federal Aviation Administration (FAA), the Transportation Security Administration (TSA) and under the direction of the Airport Director. Coordinates with Airport Administration to ensure the department complies with all applicable Federal, State and County regulations and laws. Completes required inspections and activities to ensure compliance for all commercial and general aviation activities.

Issues Notice to Airmen (NOTAM's) through Flight Manager on airfield conditions and/or operations. Coordinates and communicates airport conditions and operations with staff, tenants, hangar owners, users and other departments as is necessary.

Prepares inspection reports and summaries as required by the FAA, Department of Homeland Security and the Transportation Security Administration (DHS-TSA) under direction of the Airport Director.

**Maintenance:** Responsible for a variety of semi-skilled and skilled duties required in maintaining Canyonlands Regional Airport. Performs daily cleaning and general maintenance on the terminal building and other related buildings. Performs groundskeeper functions for airport and terminal building. Operates a variety of equipment including mowers, tractors, snow removal equipment, etc. as required to maintain airport grounds. Maintains records of operations and equipment.

Repairs sprinkler systems and maintains landscaped areas. Maintains and repairs automatic doors, gates and fencing. Maintains water and sewer system.

Maintains Precision Approach Path Indicator (PAPI) and Runway End Identifier Light (REIL) systems. Changes bulbs and electronic components as required. Trouble shoots to determine any operational problems and implements appropriate solutions. Maintains obstruction lighting, airfield runway and taxiway lighting, windsocks and rotating beacon for proper operation.

**Safety and Security:** Arrives and stages fire rescue services 15 minutes before and after scheduled (or delayed) aircraft landings and take off as required by rules and regulations of the U.S. Department of Transportation Federal Aviation Administration.

Engages in fire rescue services as emergency situations dictate in accordance with Canyonlands Aircraft Rescue and Firefighting (ARFF). Fire rescue services may include but is not limited to: rescue and firefighting personnel safety; emergency communications; use of: fire hoses, nozzles, turrets, pumps, hydrants, extinguishers, ladders, hand tools, extrications tools, firefighting equipment, extinguishing agents; the use and wearing of breathing apparatus, emergency aircraft evacuation assistance; and firefighting operations.

Performs initial ground and ARFF procedures including fire streams, forcible entry, water supplies, salvage, ventilation, overhaul and command procedures.

Completes fire training necessary as required by rules and regulations pertaining to of the U.S. Department of Transportation Federal Aviation Administration including but not limited to AC No: 150/5210-17A and their direct supervisor.

Completes daily, monthly and annual reports on the testing of fire equipment.

Maintains equipment on apparatus to include daily, monthly, and annual testing. Test and rotate hose. Clean; wash; wax and repair apparatus as required by their supervisor. Maintain daily maintenance records and complete maintenance and equipment reports.

Daily inspection of Runway, Taxiway, Ramp areas and lighting.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:
  - A. Graduation from high school;
  - AND
  - B. One (1) year of experience performing above or related duties including airport operations and maintenance, firefighting, security guard, maintenance technician, handyman and custodian;
  - OR
  - C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

**Working knowledge of** emergency radio procedures. Principles, practices, and functions of airport operations and maintenance. Basic computer skills, including keyboard and use of Internet and Microsoft Office software. Federal, state and governmental agency laws and regulations pertaining to airport operations. Basic knowledge of building maintenance repair and general landscaping and grounds maintenance. Operating procedures required around aircraft and on airports. Methods, techniques, and safety precautions necessary to maintain airport systems. Firefighting apparatus, fire safety gear, firefighting hand-tools and other firefighting tools and equipment.

**Working level skill** in the use of a telephone, computer, printer, plotter, and other office equipment. The safe use and operation of various heavy and medium equipment which include but not limited to snow plows, tractors, loaders, blades and mowers. Technical understanding of low voltage systems and components. Basic understanding of building and hangar maintenance to include but not limited to automatic doors, plumbing, painting, and lighting and general facilities maintenance. Basic Aircraft Rescue and Fire Fighting (ARFF). Operating emergency vehicles in both emergency and non-emergency modes safely. Basic landscaping and grounds maintenance.

**Ability to** Communicate effectively both verbally and in writing. Learn and follow department Policies, Procedures, and Protocols. Develop and maintain effective working relationships with elected County officials and departments, federal, state and local agencies, subordinates and the public. Provide excellent customer service. Establish meaningful goals and priorities. Qualify for initial and be able to maintain annual ARFF certification. Use hand and power tools required to maintain airport/terminal building systems. Operate medium and heavy equipment to include trucks, tractors, four-wheeler, and loader among other vehicles and equipment. Evaluate and manage projects. Respond appropriately to emergency situations. Perform manual labor.

3. Special Qualifications:

Successful completion of pre-employment drug screening is required. Must possess a valid driver's license. A twelve-month probationary period is a prerequisite to this position. Must be willing to obtain and successfully complete required training provided by Grand County relating to Aircraft Rescue and Firefighting (ARFF) as defined by the U.S. Department of Transportation Federal Aviation Administration AC No: 150/5210-17A and other training required by direct supervisor. Must be willing to obtain and successfully complete training provided by Grand County for relating to the Alternate Airport Security Coordinator and acquire a working knowledge of all regulations necessary to fulfill these duties. Employee must maintain grooming standards that allow them to properly wear their Personal Protective Equipment (PPE). Subject to monthly night meeting for the Airport Board. Employee will be subject to a 5-year background check. Conviction of any criminal offense will be a disqualifying factor. Subject to call-out status including weekends and holidays.

***Position may be eliminated with two-week notice for any reason including but not limited to: the elimination of 139 airport certification.***

4. Work Environment:

Administrative duties require the employee to work in a typical office setting with appropriate climate controls. Daily functions require variety of physical activities such as to bend, reach, push, pull, squat, climb, grasp and lift 100 pounds to waist level. Tasks require frequent walking, kneeling, bending and reaching for extended periods of time. Moderate climbing/balancing and kneeling are required. Operates hand and foot controls of airport maintenance equipment. May occasionally work at heights over 10 feet. Exposure to dangerous situations with fire rescue emergency; including, but not limited to, smoke, heights, fire, fumes, heat, cold, emergency driving, etc. Wears and works in fire department breathing apparatus and personal protective equipment. Daily exposure to aircraft traffic; dust, noise, fumes, oils and grease, pollens and organic materials, and all types of weather conditions. Mental application utilizes memory for details, verbal instructions, emotional stability and discriminating thinking.

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date \_\_\_\_\_  
 (Employee)