

COMMONWEALTH PORTS AUTHORITY
Position Description

BAGGAGE HANDLING SYSTEMS TECHNICIAN

Code 427

Nature of Work

Responsible for the overall maintenance and functioning of the baggage handling systems (BHS) and equipments.

This employee is responsible for maintaining and repairing the baggage handling systems at the CPA. This class is technical in nature and under the direct supervision of the Airport Manager or his designee.

Examples of Duties (Illustrative)

1. Plans and directs all activities of electronic maintenance and repairs.
2. Performs maintenance and/or repairs in emergency or urgent situations.
3. Applies proper techniques and procedures in performing maintenance and repair works on the BHS.
4. Performs general diagnostic tests on devices and electronic system on a regular basis.
5. Observes all airport and OSHA safety measures and complies with requirements.
6. Applies theories, methods and techniques necessary for favorable results.
7. Complies with applicable local, federal and FAA rules and regulations.
8. Submits reports on a periodic basis to the Airport Manager or his designee regarding regular maintenance and emergency repair work performed.
9. Studies new and improved technology applicable to the BHS.
10. Submits written reports as required.
11. Assists Airport Manager or designee in reviewing BHS requirements and needs of CPA.
12. Maintains accurate record system on electronic maintenance and repair activities.
13. Performs other related duties as assigned.

Minimum Requirements of Work

1. General knowledge of functions of the Operations Department.
2. General knowledge of approved practices and techniques of airport operations.
3. Ability to apply principles and theories governing electronic instruments and devices.
4. Ability to grasp with adequacy the contents of technical information or layouts on BHS equipment.
5. Ability to communicate effectively.
6. Ability to train subordinates on general theories and principles of BHS.
7. Ability to establish and maintain a cooperative relationship with supervisors, personnel and other staff members.

Code 427 continuation

Minimum Qualifications

Any combination equivalent to graduation from high school (or G.E.D.) and AA degree or equivalent to certification as a BHS technician from an accredited U.S. college with two (2) years of progressive experience in airport operations, aviation or airlines.

Shall have no record of felony or criminal conviction.

Pay Range

Pay Level: 8

Minimum: \$817.58 bi-weekly or \$10.22 per hour (pay level 8/1).

Maximum: \$1,398.34 bi-weekly or \$17.48 per hour (pay level 8/12).

Adopted by CPA Board on *August 24, 2012*.

Revised and adopted by CPA Board on December 21, 2016.

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