

**Commonwealth Ports Authority**  
**AOA Controller/Ground Maintenance I - West Tinian Airport**  
**Position Description**

Code 1020

**Nature of Work**

Responsible for the supervision of Aircraft Operation Areas (AOA), including ground maintenance of areas adjacent to restricted and sensitive navigational aids and devices at West Tinian Airport. Responsible for performing routine repair work to the air terminal building and airport ground areas, and developing skills in preparation for more difficult assignments.

This employee is responsible for the functioning and safety of the AOA, including maintenance of ground adjacent to the lighting aids and navigational aids by performing mowing work and other clearing methods and procedures. Also performing daily-scheduled repairs and ground maintenance work including specific tasks on special repairs or renovation of offices or sections of the terminal building structure as directed by supervisors. This class is also responsible to develop his or her skills for more complex tasks or procedures. Under the direct supervision of the supervisor or his designee.

**Examples of Duties** (Illustrative)

1. Assigns and directs the activities of the entire AOA.
2. Instructs subordinates and members of airlines and CPA tenants on the proper practices and procedures in AOA, e.g. equipment movements, vehicle movements, handling of CPA equipment and facilities, ramp operations, gates and jetway operations, passenger movements.
3. Applies detailed procedures and manuals at the Tinian Airport.
4. Reorganizes work to increase effectiveness, productivity, and job satisfaction.
5. Justifies substantial changes to assignments, activities, priorities and/or services.
6. Ensures safety measures and standards are followed.
7. Enforces AOA measures and responds quickly to irregular or emergency situations.
8. Applies performance standards and written instructions or procedures.
9. Enforces AOA rules and requirements in AOA.
10. Submits inspection reports on a regular basis as required by CPA.
11. Applies theories, methods and techniques necessary for favorable results.
12. Participates in AOA training programs.
13. Ensures compliance with applicable local, FAA standards, OSHA and CPA regulations.
14. Attends emergency drills.
15. Participates in airport hazardous material control program.

16. Reports safety and OSHA violations incidents and situations on a timely basis for immediate corrective action.
17. Performs routine terminal repairs and ground maintenance work.
18. Responds to emergency repair works or urgent situations.
19. Participates in inspecting terminal building complex areas on a daily basis and performs repairs to concrete fixtures, wooden structures, painting, glass windows and doors, signs, light fixtures and other components of the terminal facilities.
20. Performs specific phases or tasks of electricity, plumbing or masonry work in special projects as directed by supervisors.
21. Inspects airport ground areas on a regular basis, e.g. airfield, terminal grounds, perimeter and other airport premise and performs mowing, bushcutting, trimming and planting of trees and plants, and maintaining of planters.
22. Applies procedures and manuals properly.
23. Applies techniques necessary for favorable results.
24. Participates in airport training programs.
25. Complies with applicable OSHA regulations.
26. Follows all safety measures and complies with requirements.
27. Performs other related duties as assigned.

#### Minimum Requirements of Work

1. General knowledge of the AOA and maintenance functions.
2. General knowledge of CPA rules, regulations and procedures.
3. General knowledge of approved practice and techniques of repairs and maintenance.
4. Ability to apply the general principles of electricity, plumbing, masonry, carpentry and termite control.
5. Ability to operate light equipment to heavy duty mowers and tractors.
6. Ability to establish and maintain a cooperative relationship with supervisors, personnel and other staff members.

#### Minimum Qualifications

High school graduate (or G.E.D.) and four (4) years of progressively responsible experience in any related field of which one year pertains one (1) year pertains to supervisory experience.

Shall have no record of felony or criminal conviction.

#### Pay Range

Pay Level: 5  
Minimum: \$8.83 per hour or \$18,362.70 per annum (PL 5/1).  
Maximum: \$15.10 per hour or \$31,406.45 per annum (PL 5/12).

*Adopted by CPA Board on October 25, 1995.  
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