

COMMONWEALTH PORTS AUTHORITY
Position Description

GENERAL MAINTENANCE II - Rota Ports

Code 917

Nature of Work

Responsible for performing routine airport and seaport repairs and maintenance work, grounds and field maintenance work, and various tasks associated with special projects.

This employee is responsible for performing general air terminal and seaport repairs and maintenance work, and grounds and field maintenance activities including tasks associated with special projects, e.g. office renovation, repair of airline counters, benches. This class differs from the lower class in that the lower class normally works under the supervision of General Maintenance II.

Examples of Duties (Illustrative)

1. Performs general terminal and seaport repairs and maintenance work.
2. Responds to emergency repair works.
3. Participates in inspecting terminal building complex areas and seaport facilities 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 port facilities.
4. Performs general grounds maintenance tasks and procedures in airfield and seaport areas, perimeter of airport, roadways and terminal building grounds involving mowing, trimming of plants, maintaining planters, bush cutting, cleaning and other related tasks.
5. Performs repairs and maintenance work associated with special projects, i.e. office renovation, restroom plumbing repairs, conference room repairs, termite control treatment, power installations, woodwork, etc...
6. Applies proper procedures and manuals at Rota International Airport and seaport.
7. Applies methods and techniques necessary for favorable results.
8. Participates in related training programs.
9. Complies with applicable OSHA regulations.
10. Performs other related duties as assigned.

Minimum Requirements of Work

1. Knowledge of general terminal maintenance functions.
2. Knowledge of CPA procedures.
3. Knowledge of approved practice and techniques of general maintenance, i.e. electrical, plumbing, masonry, carpentry, termite treatment.
4. Knowledge of applicable airport regulations.

Code 917 continuation

5. Ability to apply the general principles of electricity, plumbing, masonry, carpentry and termite control.
6. Ability to operate light equipment to heavy duty mowers proficiently, i.e. Toro mowers, tractor/batwing mowers, bush cutters, regular lawn mowers.
7. Ability to establish and maintain a cooperative relationship with supervisors, personnel and other staff members.

Minimum Qualifications

Any combination equivalent to graduation from high school (or G.E.D.) and a two (2) year degree or equivalent in certification in a related field from an accredited U.S. college or trade school with at least one (1) year of experience in construction or maintenance operations at airports, major hotels, resorts, or commercial buildings.

Shall have no record of felony or criminal conviction.

Pay Range

Pay Level: 5

Minimum: \$706.26 bi-weekly or \$8.83 per hour (PL5/1).

Maximum: \$1,207.94 bi-weekly or \$15.10 per hour (PL5/12).

Adopted by CPA Board on October 25, 1995.

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