

COMMONWEALTH PORTS AUTHORITY
Position Description

GENERAL MAINTENANCE-III
Terminal Maintenance - SIA

Code 603

Nature of Work

Responsible for performing general terminal repairs and maintenance work and procedures associated with accomplishing special projects.

This employee is responsible for performing repair and maintenance procedures and carrying out terminal maintenance activities, including procedures associated with special projects. Work is reviewed through conferences with the Terminal Maintenance Supervisor. This class differs from lower class in that the lower class is supervised by the General Maintenance III.

Examples of Duties (Illustrative)

1. Performs general terminal repair and maintenance procedures.
2. Responds to emergency repair works.
3. Inspects 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.
4. 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...
5. Applies detailed procedures and manuals properly at the Terminal Maintenance Department.
6. Applies theories, methods and techniques necessary for favorable results.
7. Participates in related airport training programs.
8. Complies with applicable local, FAA standards, OSHA and CPA regulations.
9. Discusses with supervisors and subordinates procedures to effectively carry out the activities of the Terminal Maintenance Department.
10. Performs other related duties as assigned.

Minimum Requirements of Work

1. Knowledge of the terminal maintenance functions.
2. Knowledge of CPA procedures and regulations.
3. Strong knowledge and skill on approved practice and techniques of general maintenance, i.e. electrical, plumbing, masonry, carpentry, termite treatment.
4. Knowledge of applicable regulations.
5. Ability to apply the general principles of electricity, plumbing, masonry, carpentry and termite control.
6. Ability to direct assignments to subordinates.

Code 603 continuation

7. Ability to respond to emergency calls.
8. Ability to train subordinates on general principles of terminal repairs and maintenance.
9. Ability to establish and maintain a cooperative relationship with supervisors, personnel and other staff members.
10. Ability to work extended hours, weekends, and holidays to accomplish tasks.

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 no less than four (4) years of experience in construction firm or maintenance operations at airports, major hotels or resorts or commercial buildings of which two (2) years pertain to supervisory experience.

Shall have no record of felony or criminal conviction.

Pay Range

Pay Level: 8
Minimum: \$817.58 bi-weekly or \$10.22 per hour or \$21,257.12/annum (PL8/1)
Maximum: \$1,398.34 bi-weekly or \$17.48 per hour or \$36,356.89/annum (PL8/12)

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