

**Commonwealth Ports Authority**  
**General Maintenance I - West Tinian Airport**  
**Position Description**

Code 1015

Nature of Work

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 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 airport & seaport manager or his designee.

Examples of Duties (Illustrative)

1. Performs routine terminal repairs and ground maintenance work.
2. Responds to emergency repair works or urgent situations.
3. 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.
4. Performs specific phases or tasks of electricity, plumbing or masonry work in special projects as directed by supervisors.
5. 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.
6. Applies procedures and manuals properly.
7. Applies techniques necessary for favorable results.
8. Participates in airport training programs.
9. Complies with applicable OSHA regulations.
10. Follows all safety measures and complies with requirements.
11. Performs other related duties as assigned.

Minimum Requirements of Work

1. General knowledge of terminal maintenance functions.
2. General knowledge of CPA 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

Any combination equivalent to graduation from high school (or G.E.D.) and a strong desire to establish a career at the Commonwealth Ports Authority.

Shall have no record of felony or criminal conviction.

Pay Range

PAY LEVEL : 2

Minimum : \$ 610.09 bi-weekly or \$ 7.63 per hour (pay level 2/1)

Maximum: \$ 1,043.46 bi-weekly or \$ 13.04 per hour (pay level 2/12)

ADOPTED BY CPA BOARD ON OCTOBER 25, 1995.

Revised and Adopted by Board on December 21, 2016.

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