



AIRPORT FIELD MAINTENANCE

Accepting applications until February 24, 2023 4:00pm

GENERAL STATEMENT OF DUTIES:

An employee in this position will perform a variety of maintenance and repair tasks involving buildings, facilities, heating and refrigeration equipment, plumbing and electric (if qualified), carpentry and other maintenance and repair work. He/she will keep the airfield (operations surfaces and roadways) clear of ice and snow in winter and free of weeds, etc., as is reasonably possible.

Work is performed under the supervision of the Airport Facilities & Maintenance Manager, or his/her designated representative, or crew leader, if assigned.

SALARY RANGE: \$15.40- \$21.96 per hour

ESSENTIAL DUTIES AND RESPONSIBILITIES: Responsibilities may include:

1. Performs various carpentry, painting and other minor repair activities.
2. Maintains and repairs plumbing.
3. Maintains and repairs runways and taxiways.
4. Operates, where qualified, airport equipment as directed.
5. Repairs and replaces field lighting equipment as directed.
6. Performs snow removal duties.
7. Repairs and replaces broken windows, defective pipes and other worn out or defective items as assigned.
8. Cuts grass, trims trees and shrubbery, and maintains grounds of the airport.
9. Clears walks and steps of debris, ice and snow.
10. Repairs and replaces signs and fences.
11. Performs grounds maintenance work.
12. May assist in the repair and maintenance of automotive and mechanical equipment as needed and assigned.
13. Reports general condition of facilities and equipment to the Field Maintenance Supervisor.
14. Performs related work as required.

This job description is to be used as a guide for accomplishing organizational and departmental activities, and covers only the primary functions and responsibilities of this position. It is in no way to be construed as an all-encompassing list of duties.

DESIRABLE QUALIFICATIONS FOR EMPLOYMENT:

1. Reasonable knowledge of mechanical equipment, buildings and grounds.



2. Ability to help perform maintenance tasks involving carpentry, electrical, plumbing and other repair activities.
3. Mechanical aptitude.
4. Skill in the operation of power equipment and tools, or the ability to be trained.
5. Ability to work effectively with other employees.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. An employee in this class, upon appointment, should have the equivalent of the following training and experience.

1. Some experience in performing a variety of repair activities involving equipment, buildings and grounds, or the ability to be trained.
2. Some experience in driving and operating heavy equipment.
3. Must currently have a current possess a valid Commercial Driver's License with Class B Airbrakes or be able to obtain one within 6 months of employment.

EMPLOYMENT APPLICATION

MBS International Airport Commission
8500 Garfield Road - Suite 101
Freeland, MI 48623

An Equal Opportunity Employer

Answer all questions in INK and in your own HANDWRITING OR PRINTING. If more space is needed to answer questions completely, attach a separate sheet. Notify this office promptly if your address or telephone number changes.

1. Position applying for: _____
Date available to start: _____

2. Name: _____
(Last) (First) (Middle)

Telephone number where you can be contacted: _____

3. Check one: Is the phone number given above a residence _____, business _____, or place to leave messages? _____

4. Residence Address: _____
(Number & Street) (City) (State) (Zip Code)

5. Are you 18 years of age or older? _____ (NOTE: The Michigan Department of Labor Regulations require that minors be placed in restricted work environments.)

6. If hired, can you furnish proof that you are eligible to work in the United States? _____
(This means that you must be a citizen of the United States or have appropriate immigration documents which permit you to work in the United States.)

7. Do you have a valid State of Michigan driver's license? _____ Do you have a valid State of Michigan commercial driver's license? _____

8. List all traffic violations you have had within the last seven (7) years:

Offense	Month/Year
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

9. Have you been convicted of a felony, or released from prison in the past 10 years? _____
 (NOTE: A yes answer does not automatically disqualify you from employment.) If yes,
 please explain: _____

10. Have you ever been employed by a company on the airport? _____ If yes, what
 company? _____

11. FOR APPLICANTS SEEKING TEMPORARY EMPLOYMENT ONLY: Are any persons
 currently employed by the MBS International Airport Commission related to you by blood
 or marriage? If yes, give names and relationships _____

12. EDUCATION *

Name and Address of School	Course of Study	Circle Last Year Completed	Did You Graduate?	List Diploma
High School		5 6 7 8 9 10 11 12	Yes No	
College		1 2 3 4 5 6 7 8	Yes No	
Other (Specify)				

* If a degree or diploma is required for the job you are applying for, please be prepared to submit proof.

13. List any courses or additional training which you feel has a bearing on your qualifications
 for this position (i.e. apprenticeships, training programs, typing, shorthand, bookkeeping,
 certificates or licenses of vocational competence, membership in professional or technical
 associations, etc.). Note: It is not a requirement to list memberships which will reveal your
 sex, race, national origin, or other protected status _____

14. **Start with your most recent position and work back.** In the space below, give your complete record of employment. Include periods of job-related military service and explain any gaps between periods of employment. If the examination announcement for this position includes an experience requirement, be sure to show clearly that you meet such a requirement. ***You must fill out this section even if attaching a resume.***

Dates of Employment	State your exact title, then describe your duties.	Employer Address, Phone Number and Name of Immediate Supervisor	Why did you leave?
<hr/>			
a) From _____	(Present or last position)		
To _____			
<hr/>			
b) From _____			
To _____			
<hr/>			
c) From _____			
To _____			
<hr/>			
d) From _____			
To _____			
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e) From _____			
To _____			
<hr/>			

Dates of Employment	State your exact title, then describe your duties.	Employer Address, Phone Number and Name of Immediate Supervisor	Why did you leave?
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f) From _____
To _____

15. May we contact the employers listed above? _____ If not, indicate by letter (a-f above) which one(s) you do not wish us to contact _____. Why not? _____

16. Additional Information that would aid in evaluating your qualifications:

17. I hereby authorize MBS International Airport Commission to obtain from my references and employers all data needed to support this application. I hereby certify that all answers to the foregoing are true, and I agree and understand that any misstatements or misrepresentations of material facts contained in this application may cause immediate forfeiture upon my part of all rights to any employment in the service of the MBS International Airport Commission.

Signed: _____ Date: _____

RETURN TO: MBS International Airport Commission
8500 Garfield Road - Suite 101
Freeland, Michigan 48623
OR
Email to: klapish@mbsairport.org

For questions call: (989) 695-5555 ext. 8