

## **AIRPORT MAINTENANCE**

Pay range: \$18.50 to \$23.76 per hour with benefits.

### **GENERAL STATEMENT OF DUTIES:**

An employee in this position will perform a variety of intermediate-level maintenance and repair work involving airport buildings and facilities. He/she may also assist in repair tasks involving buildings, facilities, heating and refrigeration equipment, plumbing and electric (if qualified), carpentry and other maintenance. 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.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:** Responsibilities may include:

1. Performs various carpentry, painting, and other minor repair activities.
2. Performs initial trouble shooting and repair of buildings, equipment, heating/cooling, plumbing and lighting/electrical, security/CCTV systems, and jet bridges throughout the airport.
3. Maintains and repairs runways and taxiways.
4. Operates airport equipment as directed on movement area surfaces, where qualified.
5. Clears airside walks and steps of debris, ice, and snow.
6. Repairs and replaces field lighting equipment as directed.
7. Performs snow removal duties.
8. Cuts grass, trims trees and shrubbery, and maintains grounds of the airport.
9. Repairs and replaces signs and fences.
10. Performs grounds maintenance work.
11. May assist in the repair and maintenance of automotive and mechanical equipment as needed and assigned.
12. Reports general condition of facilities and equipment to the Airport Facilities & Maintenance Manager.
13. May assist other Airport Maintenance staff with completion of their duties.
14. Able to perform all duties of Airport Custodial employees.
15. Performs related work as required.

### **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.
6. Possess a valid Commercial Driver's License with Class B Airbrakes.
7. One year's experience in performing maintenance or operations at a commercial service airport.

**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 accommodation 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. Any combination of education equivalent to graduation from high school.
2. Ability to pass a fingerprint-based FBI Criminal History Records Check and obtain/maintain an MBS security badge.
3. Some experience in performing a variety of repair activities involving equipment, buildings and grounds, or the ability to be trained.
4. Some experience in driving and operating heavy equipment.
5. Must currently possess a valid Driver's License.

\* *MBS International Airport is an Equal Opportunity Employer.*

\* *MBS International Airport does not discriminate in employment based on race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, and genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.*

\* *The Commission is committed to complying with the Americans with Disabilities Act. If an applicant requests reasonable accommodation for the purpose of completing the job application process, the Commission reserves the right to require professional documentation to confirm the need for accommodation.*

**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 _____			
<hr/>			
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  
Phone: (989) 695-5555 ext. 8

Or email to [dgengt@mbsairport.org](mailto:dgengt@mbsairport.org)