

## Akron-Canton Airport – Job Description

**Job Title:** Building Maintenance Technician I  
**Reports to (Title):** Building Maintenance Manager  
**Department:** Building Maintenance  
**FLSA Status:** Non-Exempt  
**Date Created:** January 2020  
**Revised:** August 2021

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### Job Summary:

Under general supervision, is responsible for performing a variety of unskilled and semi-skilled building maintenance tasks indoor and outdoor. Perform repair and occasionally troubleshoot in areas such as plumbing, electrical, heating and cooling, painting and drywall, parking lot illumination, airfield safety illumination, security gate operators, passenger jet bridges, and fire department. Work may be performed independently, under mentorship, or as a team. This position operates within and contributes to an environment in compliance with Federal Aviation Administration and all applicable Federal, State, and local building code regulations.

### Essential Functions:

- Under direction, ensure that the activities of this position and relevant programs are consistent with the mission, vision, core values, and sponsored initiatives of the Akron-Canton Airport Authority.
- Perform preventative maintenance on all interior and exterior areas of the airport property. This includes but is not limited to: heating and cooling and parking lot illumination. May assist with checking/cleaning/maintaining the 15kva, 30kva, and 2400v regulators, repairing airfield lights and transformers, and wiring between fixtures.
- **General Maintenance:** maintain clean painted walls and ceilings and repair as needed; repair torn carpets and thresholds, broken tile floors and missing grout, and ceiling tiles.
- **Electrical:** replace outlets, switches, light fixtures, ballasts, and understand and use basic test equipment.
- **Plumbing:** Basic plumbing repair on copper, PVC, cpvc, toilets, pump replacement, replacement of fixtures, calves, water heater troubleshooting, repair and replacement, ability to use electric auger or snake.
- **Passenger Jet Bridges:** ensure safety and cleanliness of bridge, look for damage, and overall efficient operation of the bridge. Conduct regular checks for safety and wear/tear, and handle the maintenance of lighting. May assist with oil and grease maintenance, air pressure in tires, and maintaining doors, locks, etc.
- **Conveyor Belts:** maintain safe belts by checking and cleaning plates and maintaining the cleanliness around the machine. May replace oil and grease and repair torn plates as needed, check safety switches and emergency stops.
- **Heating and Cooling:** perform filter changes, coil cleaning, and pump replacement. May assist with troubleshooting using schematics and wiring diagrams; repair and maintenance, including checking the operation of rooftop units, Aerco boilers, air handlers, and Trane unit chillers, checking and repairing McQuay units, and maintaining air handler operation of motors.
- **Security Gate Operators:** May assist with maintaining the operation of the gate, conducting regular checks for safety and wear/tear, any obstacles, and handling maintenance.

- Perform basic airfield lighting functions.
- Interact with airlines and tenants to address building and equipment repair needs.
- Assist Field Maintenance department with snow removal.
- Perform other duties as assigned.

**Job Requirements:**

Education: High school diploma or GED; 2 to 3 years of technical training beyond high school/GED preferred

Experience: 6 months to 2 years of experience in building maintenance, with airport experience preferred

Specific Skills / Knowledge:

- Aptitude to learn new skills sets and the aspiration to grow within the role
- Mechanical and electronic aptitude
- Knowledge of general maintenance, facilities, and equipment operations (general electrical, plumbing, painting, flooring, ceilings, roofing, HVAC, etc.)
- Knowledge of occupational hazards, standard safety practices, and Safety Data Sheets
- Must possess a valid driver's license

Computer Skills: None

Equipment Used: Company vehicles, tow motor, power tools, ladders, and lifts of all kinds

**Supervisory Responsibilities:** None

**Working Conditions / Physical Demands:**

The work is performed in a field environment. The incumbent must be able to tolerate inclement weather conditions and be able to be exposed to heat or cold on a regular basis, and to rain, snow, humidity, heights, confined spaces, noise, and hazards occasionally. While performing the duties of this job, the employee is frequently, required to stand; walk; use hands to finger, grasp, and handle objects, tools or controls; reach with hands and arms; climb stairs and ladders; balance; stoop; kneel; crouch; push; pull; talk or hear. The employee must frequently lift or move building maintenance materials and supplies, weighing up to 80 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**Interfaces:**

Internal: employees, management

External: airlines, FAA, TSA, customers

**Success Factors:**

- Ability to understand and follow basic instructions and to communicate simple, job-related issues.
- Ability to follow on-the-job training guidance and retain learned skills sets for future use.
- Ability to define problems and resolve them quickly with a strong attention to detail.
- Strong analytical skills, organizational, and communication skills.
- Able to handle multiple tasks and to track multiple projects.
- Strong interpersonal skills, with the ability to work with a wide range of people.
- A level head and calm disposition to handle emergency situations.
- Willingness to assist other departments.
- Ability to pass an airfield driver's test.

*The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job. At the employee's request, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job. Nothing contained in this job description is intended to create (nor shall be construed as creating) a contract of employment (expressed or implied), or guarantee employment for a definite or indefinite term.*

**Employee Acknowledgement:**

*I hereby acknowledge that I have read and received a copy of this job description. I understand the requirements, essential functions, and duties of the position. I am able to perform the essential functions as outlined with or without reasonable accommodation. I further understand that my employment shall be "at will" at all times, meaning that either the Akron-Canton Airport or I may terminate my employment with or without notice or cause at any time.*

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_