

## Job Description

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**Job Title:** Airport Fleet Specialist      **Job Code:** 906830      **Job Family:** Infrastructure  
**Pay Grade:** JC.15.15      **FLSA:** Non-Exempt      **EEO:** Service/Maintenance Workers  
**Department/Agency:** Countywide      **Position Number(s):**  
**Recommended Position Title(s):** Airport Fleet Specialist

**The following Core Competencies apply to everyone and are essential to all County jobs:**

- Accountability – Follows-up on and meets commitments, takes ownership for work, and possesses a strong ability to stay focused on individual, department, and County results.
- Communication – Clearly and effectively expresses ideas and thoughts (verbally and in writing); listens actively.
- Customer Focus & Public Relations – Builds positive internal and external customer relationships; is committed to customer satisfaction; assumes responsibility for solving customer problems and ensures commitments to customers are met.
- Initiative – Independently acts to resolve problems and provide solutions; seeks out new responsibilities; generates new ideas; practices self-development.
- Safety – Understands and supports safety standards as required by the job; keeps the workplace clean and safe.
- Teamwork– Encourages and facilitates cooperation, pride, and trust among the team; fosters commitment and team spirit; works cooperatively with others to achieve overall goals.

**Essential Duties:**

- Inspects, diagnoses, repairs and documents repair procedures on a variety of simple to complex equipment and vehicles, including trucks, locomotives, construction equipment, sanders, plows, chainsaws, trimmers, pumps, small engines, skid loaders, electronic sander controls, and conveyors; determines when specialized equipment repairs require external service and repair and makes service calls on specialized equipment such as locomotives; monitors and tracks service requests to ensure timely repair of equipment and to minimize equipment downtime.
- Completes preventive maintenance and safety inspections on county vehicles and equipment to ensure trouble free and safe operation; inspects brakes, electrical, steering and mechanical systems; services complex components at timely intervals such as engine, transmissions, differentials and hydraulic systems.
- Serves as a subject matter expert in fleet services and leads or trains others in the completion of fleet maintenance functions; answers mechanical questions and radio for dispatching service calls; ensures safety standards are met; initiates work orders, tracks time spent on tasks or customer; completes paperwork and equipment logs using computerized system.
- Performs facility and grounds maintenance functions requiring operation of powered equipment, vehicles, and tools; uses a variety of small and large tools and operates a variety of light, medium, and heavy duty equipment and attachments including: tractors, trucks, dump trucks, water trucks, mini excavator, skid steer loader, backhoe, power broom, and snow removal equipment; performs pre-trip inspections of trucks and equipment; completes commercial mowing and snow removal; applies chemicals and spreads fertilizers, herbicides and soil amendments; aerates and seeds landscaping; trims and prunes shrubs and trees; repairs soil erosion; collects trash from grounds areas and recycling from office areas to dispose of accordingly; completes pavement patching and crack sealing.

**Supervisory Responsibilities:**

- Yes  No This position is also responsible for the supervision and leadership of employees, which includes making employment-related decisions and/or recommendations, and formally evaluating performance.

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***Duties and responsibilities, as required by business necessity may be added, deleted or changed at any time at the discretion of management, formally or informally, either verbally or in writing. Scheduling and shift assignments and work location may be changed at any time, as required by business necessity. Johnson County Government requires reference/background screening for all positions. Specified criteria may vary by Department/Agency.***

### **Minimum Job Requirements:**

A high school diploma or equivalent, and five years of automotive, heavy truck, or construction equipment repair experience are required. A class B CDL and an acceptable driving record are required.

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### **Preferred Job Requirements:**

Vo-Tech certification/degree in Automotive Fleet Management, Equipment Repair, Diesel Engines, or related field is preferred. Automotive Service Excellence (ASE) certificates A-1 (engine repair), A-5 (brakes), A-9 (light Vehicle Diesel Engines), A-4 (suspension and steering), A-6 (electrical/electronic systems), and A-8 (engine performance) are also preferred.

### **Education/Experience Substitutions:**

Yes  No Experience may be substituted for degree.

Yes  No Education may be substituted for experience.

### **Physical, Environmental, and Special Working Conditions:**

Excessive standing and/or walking: 60%

Exposure to extreme temperatures, heights, and loud noises.

Lifting weight: 50 lbs.

On call/stand-by work

Safety-sensitive job

Weather essential job – Department Essential; County Essential

Uniform required

Physical abilities, including mobility, agility, strength, dexterity, balance, coordination, and/or endurance.

All County employees may be called upon to assist other departments/agencies in a declared emergency situation.