

Job Title:	Assistant Shop & Fleet Supervisor w/ARFF		
Reports to:	Shop & Fleet Supervisor	Department:	Maintenance
FLSA Status:	Non-Exempt	Position Classification:	Full-time
Supervises:	N/A	Date of Last Revision:	August 2018

JOB SUMMARY:

Equipment/Fleet Maintenance: Oversees, and performs mechanical work on a variety of types of heavy duty diesel/gasoline equipment including aircraft rescue & firefighting vehicles, snow removal heavy equipment, automobiles, fuel tenders and tractors/bushhogs.

Contract Management: Oversees contracts to ensure compliance with contract provisions. Assists with the implementation of the Authority’s OSHA Program.

ARFF and Snow/Ice Removal Duties: Participates in required monthly and annual training. Operates aircraft rescue and firefighting (ARFF) vehicles and equipment in training and actual emergencies and responds to on-call snow and ice removal operations.

ESSENTIAL TASKS, DUTIES & RESPONSIBILITIES:

This description lists only the usual major job duties normally assigned to this position, but does not restrict the performance of other duties assigned by the supervisor.

1. Serves as the “Acting Shop/Fleet Supervisor” in the absences of the Shop/Fleet Supervisor.
2. Performs, repairs preventive maintenance on all equipment to include ARFF vehicles as needed to maintain in working order. Performs preventative maintenance programs on all airport equipment.
3. Diagnoses mechanical problems, determines and performs required repair or replacement of parts and initiates repairs. Coordinates with local repair shop to perform repairs if needed.
4. Oversees projects to ensure successful completion. Responsible for the upkeep and cleanliness of all work areas.
5. Manages outside contracts to ensure that are being performing in compliance with the scope of work of the contracts. Assist supervisor with the procurement processes for renewal of these contracts as needed. Provide escort to vendors and contractors as required.
6. Performs general maintenance and repair of aviation fuel farm and fuel tenders as needed. Assists with repairs as requested by tenants if appropriate and transmits associated invoice information to accounting department.
7. Assists with oversight of all contracts to ensure that they are being performing in compliance with the scope of work of the contracts. Assists supervisor with the procurement process for renewal of these contracts as needed.
8. Provide escort to vendors and contractors as needed.
9. Assists with the preparation of the annual operating budget and make purchases in accordance with the budget and the Authority’s procurement guidelines. Make capital project recommendations to Supervisor for consideration.
10. Trains and responds to aircraft rescue and firefighting emergencies; operates aircraft rescue and firefighting vehicles and equipment in training an actual emergency. Participates in ARFF and safety drills that include mock disaster situations and emergency response.
11. Performs snow/ice removal duties as necessary.

12. Operates airport shuttle and heavy machinery including tractors, dump truck, bush-hogs and snowplows.
13. Assist Airfield Maintenance, Terminal Maintenance and Parking divisions with repairs and projects as needed.
14. Assists the general public and tenants, providing information as reasonably requested. Provides assistance with public events as needed.
15. Promotes Authority's vision for excellent customer service. Respects and upholds CHO Vision & Values. Adheres to the Authority's policies, procedures and guidelines.

Physical Demands:

1. Standing and walking for long periods of time.
2. Running to respond to emergency situations.
3. Bending, stooping, dragging, lifting significant weight (heavy fire hoses, injured persons) while wearing heavy fire protective clothing and air packs/masks.
4. Climbing up and down stairs, ladders, and trucks.
5. Operate manual transmission large trucks, plows, tractors, equipment during snow removal and ARFF operations.

Work Environment/Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Emergencies have the potential of hazardous conditions (potential of entering burning building and/or aircraft). During the course of a normal day, time may be spent both inside and outside and exposure to extreme weather (hot/humid, cold/ice/snow/rain) and to loud noise due to aircraft and vehicle operations is possible.

Job Qualifications:

1. Must successfully complete all required Fingerprint-based Criminal History Records Checks and employment background checks. Must be able to pass a pre-employment physical and drug test.
2. A high school education with 3-5 years prior experience in the repair and maintenance of diesel/gasoline machinery, equipment and automobiles. Experience in carpentry, electrical work and airport maintenance is not required, but would be a plus.
3. Thorough knowledge of the occupational hazards and safety precautions of the work.
4. Ability to operate a various types of manual and automatic motor vehicles and equipment.
5. Must possess computer skills needed to input data into spreadsheets/forms/reports and maintain inventory records.
6. Ability to understand and follow oral and written instructions and to carry out assigned projects.
7. Ability to read and interpret contract provisions for compliance enforcement.
8. Ability to use supplies and equipment efficiently and economically.
9. Ability to maintain all required training and certifications in accordance with the established timeframes and protocol.
10. Ability to operate a various types of manual and automatic motor vehicles and equipment to include airport shuttle vehicle, large trucks, plows, tractors, equipment during snow removal and ARFF operations.
11. Required to successfully pass Aircraft Rescue & Firefighting in-house certification within 12 months of hire date or will be dismissed. Failure to maintain annual certification will result in

dismissal.

12. Ability to read and understand ARFF, airport security, and OSHA requirements.
13. Availability for call-in for aircraft rescue & firefighting emergencies and snow removal operations.
14. Ability to act calmly and quickly in emergencies and other critical situations.
15. Physical ability to perform heavy manual work.
16. Ability to perform manual and mechanical work under adverse conditions.
17. Ability to maintain cooperative relationship with public employees and airport tenants
18. Must possess valid Virginia driver's license with driving record insurable by Authority's automobile liability carrier.

Decision-Making: Assist with the development of the annual budget for the terminal, custodial functions and terminal-related contracts.

Authority: Make purchases on behalf of the organization in accordance with budget authorization and the requirements of the Authority's approved procurement procedures