

**CITY OF NAPLES AIRPORT AUTHORITY**  
**Job Description**

**Job Title:** MECHANIC II (ELECTRICIAN ASSISTANT)  
**Department:** FACILITIES  
**Reports To:** DIRECTOR OF FACILITIES  
**FLSA Status:** NON-EXEMPT  
**Prepared By:**  
**Prepared Date:** REVISED 05/07/2007  
**Approved By:**  
**Approved Date:**

**SUMMARY**

Installs and repairs electrical systems, apparatus, and electrical and electronic components of Airport machinery and equipment by performing the following duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Maintains scheduled maintenance and records on field lighting systems equipment and documents all work done.
- Installs and repairs all electrical systems, apparatus and electrical components.
- Inspects, tests and repairs runway lighting to ensure equipment is functioning properly.
- Visually inspects and tests all electrical systems throughout airport buildings and grounds.
- Repairs or replaces faulty electrical components of equipment such as relays, switches, motors, and position sensing devices.
- Checks and maintains air conditioning equipment using appropriate tools to ensure system is performing properly.
- Periodically performs basic carpentry, plumbing, lawn and general maintenance on airport buildings and grounds.
- Attends staff meetings.
- May assume supervisory responsibilities in the absence of the department manager.

## **INCIDENTAL DUTIES**

- Cleans debris off runways and other airport grounds as needed to maintain a safe and clean environment and documents all work done.
- Assists other maintenance workers on jobs that require more than one person.

## **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 the essential functions.

## **EDUCATION and/or EXPERIENCE**

1-year certificate from college or technical school; plus 3 to 5 years electrical related experience and/or training; or equivalent combination of education and experience.

## **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

## **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

## **DRIVERS LICENSE REQUIREMENTS:**

- A current, valid Florida Drivers License with full privileges (not suspended or revoked).
- Must maintain a valid State of Florida driver's license or possess a valid out-of state driver's license and obtain the State of Florida drivers license within 30 days of employment
- A driving record that meets the Authority's driving standards.

**REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**KNOWLEDGE & SKILLS REQUIRED FOR THE ROLE**

Must have an expert working knowledge of electrical/electronic systems. Must be able to read complex electrical diagrams, blueprints, and schematics. Must have basic knowledge of general maintenance. Must have full working knowledge of FAA rules and safety regulations related to maintenance within 90 days of employment.

## **MACHINES, TOOLS AND EQUIPMENT**

Must have the ability to operate: Volt/OHM/AMP meters, tractors, mowers, shovels, rakes, screwdrivers, and various hand tools.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and reach with hands and arms. The employee frequently is required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to sit. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to wet and/or humid conditions, moving mechanical parts, fumes or airborne particles, outside weather conditions, extreme heat, risk of electrical shock, and vibration. The employee is occasionally exposed to toxic or caustic chemicals. The noise level in the work environment is usually very loud.