



<b>Job Title:</b>	<b>MAINTENANCE TECHNICIAN I (MECHANIC)</b>
<b>Department:</b>	<b>FACILITIES</b>
<b>Reports To:</b>	<b>FACILITIES MANAGER</b>
<b>FLSA Status:</b>	<b>NON-EXEMPT</b>
<b>Prepared Date:</b>	<b>AUGUST 2022</b>
<b>NAICS W/C:</b>	<b>NON-CLERICAL – INSURED FOR RAMP</b>
<b>EEOC:</b>	<b>LABORER/HELPER</b>

## About Us

At Naples Airport Authority, we want to build a team that understands that by working together, under these principles, we will all help ensure a safe and productive airport environment and make for an enjoyable experience for our customers, the public and our employees.

### Purpose

Connecting you to Naples through an exceptional airport experience.

### Customer Service Vision

First and lasting impression of excellence.

### Values

AGILE  
PASSIONATE  
FOCUSED

COLLABORATIVE  
ACCOUNTABLE  
RESPECTFUL  
ETHICAL  
STEWARDSHIP

## Job Purpose

Repairs and maintains machinery and mechanical equipment, such as engines and motors, for the Naples Airport Authority.

## Supervision Received & Exercised

Receives direction from Facilities Manager, Director, or other higher level supervisory or management personnel.

## Essential Duties & Responsibilities

- Utilizes an electronic work order system to maintain preventative maintenance schedule on fuel trucks, fuel farms, dispensing equipment, and all other NAA equipment and vehicles.
- Ensures that electric gates and fence are properly maintained.
- Maintains shop, tools, vehicles, and equipment in good working order.
- Confers with line, custodial, security or other staff to determine if any vehicle or equipment requires repair.
- Maintains parts inventory for vehicles, ships packages for repair, keeps vehicle log and repair files.
- Assists lead mechanic to inspect and maintain emergency generators by checking fluids monthly and changing oil and filters on an annual basis. Documents all inspection and maintains records.
- Exhibits basic knowledge of safety procedures and situational awareness in accordance with the Authority's Safety Management System (SMS) program; completes training in compliance with Authority guidelines.
- Must be physically present to work as member of the team to serve customers, visitors and staff who may need unscheduled assistance

## Other Duties

- Periodically performs basic carpentry, plumbing, lawn and general maintenance of airport buildings and grounds.
- Assist other departments as needed.
- Performs other duties or special projects as assigned.

*Disclaimer: This job description is meant to reflect the general nature and level of work being performed. It is not intended to be construed as an all-inclusive list of job requirements; other duties as assigned may be required. This job description does not restrict management's right to revise or change job duties as the need arises.*

- Attends staff meetings.

## Competencies

- **Safe Work Habits/Accident Prevention** - Provides suggestions on how to make work areas safer. Anticipates safety issues and actively strives to prevent accidents.
- **Attendance** - Punctual and adheres to the established work schedule; follows prescribed work break/meal periods.
- **Organizational Skills/Care & Use of Equipment and Company Property** - Maintains a neat work area; cares for company equipment; utilizes preventative maintenance. Has working knowledge of the proper use of equipment. Information organized and accessible
- **Computer Skills (Basic)** - General knowledge of concepts and terms, file management, document processing, and use e-mail to communicate.
- **Ethics** - Honest, accountable, and maintains confidentiality.
- **Independence** - The degree of work accomplished with little or no supervision.
- **Initiative/Creativity** - Ability to ask relevant questions and display self-directed learning; seeks out new assignments and assumes additional duties when necessary without prompting; proposes ideas and new and better ways of doing things.
- **Interpersonal Skills** - Builds strong relationships, is flexible/adaptable, works well with others, solicits feedback.
- **Job Knowledge** - Application of skills, training, abilities and/or related experience to the performance of specific job duties and responsibilities; demonstrates knowledge of a particular field; demonstrates learning ability and versatility.
- **Job Knowledge – Specific** - Demonstrate knowledge of federal, state, and local laws including FAA and FDOT rules and regulations.
- **Mathematical Skills (Basic)** - Use basic mathematical skills 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.
- **Procedure Observance** - Follows conduct standards, other regulations; adheres to company procedures.
- **Productivity** - Effectively yield results despite workload variations and demands; meets deadlines; consistent volume of work accomplished with efficiency.

*Disclaimer: This job description is meant to reflect the general nature and level of work being performed. It is not intended to be construed as an all-inclusive list of job requirements; other duties as assigned may be required. This job description does not restrict management's right to revise or change job duties as the need arises.*

## Minimum & Preferred Qualifications

Must have a working knowledge of diesel and gas engines, auto and truck maintenance, and movement qualified within 90 days. Must have basic knowledge of automotive diagnostic and personal computers. Must have full working knowledge of FAA rules and OSHA 10-Hour General Industry Certification within 90 days of employment.

## Education/Professional Certifications

- High school diploma or general education degree (GED) and one to two years related experience and/or training; or equivalent combination of education and experience.
- Recommended minimum of 2 Automotive Service Excellence certifications

## Machines Tools & Equipment

Must be able to operate wrenches, screwdrivers, hammers, pliers, sockets, pneumatic tools, floor and bottle jacks, torches, Volt/Amp/OHM meters, pressure gauges, drills, welding equipment, trucks, tractors, and various other hand tools.

## Driver's License Requirements

- A current, valid Florida driver's 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 driver's license within 30 days of employment.
- A driving record that meets the Authority's driving standards.

## Language Skills

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

## Working Conditions

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts. The employee is frequently exposed to fumes or airborne particles and outside weather conditions. The employee occasionally works in high precarious places exposed to toxic or caustic chemicals and at risk of electrical shock and vibration. The noise level in the work environment is usually very loud.

*Disclaimer: This job description is meant to reflect the general nature and level of work being performed. It is not intended to be construed as an all-inclusive list of job requirements; other duties as assigned may be required. This job description does not restrict management's right to revise or change job duties as the need arises.*

## Physical Requirements

While performing the duties of this job, the employee is regularly required to stand, walk; use hands to finger, handle, or feel; and reach with hands and arms, stoop, kneel, crouch, or crawl, and talk or hear. The employee is frequently required to walk. The employee is occasionally required to sit and climb or balance and smell. 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.

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.

---

<b>Supervisor Signature &amp; Date:</b>	
<b>Employee Signature &amp; Date:</b>	

*Disclaimer: This job description is meant to reflect the general nature and level of work being performed. It is not intended to be construed as an all-inclusive list of job requirements; other duties as assigned may be required. This job description does not restrict management's right to revise or change job duties as the need arises.*