

Job Title:	Terminal Facilities Coordinator with ARFF		
Reports to:	Airfield & Facilities Manager	Department:	Maintenance
FLSA Status:	Non-Exempt	Position Classification:	Full-time
Supervises:	None	Date of Last Revision:	9-25-2015

**JOB SUMMARY:**

**Terminal Maintenance (80%):** Performs preventive maintenance and repairs to terminal facilities such as painting, routine carpentry, minor plumbing repair, air conditioning filters, pressure washing of curbside, general cleaning of baggage belts and other systems. Perform minor repairs to facility electrical, lighting, and heating/HVAC systems as well as equipment including buffers, sweepers, shampooers, scrubbers, etc.

**Contract Management (10%):** Oversees the Authority’s custodial contract to ensure compliance with contract provisions.

**Terminal Operations (10%):** Assists with escort duties as needed for outside contractors and other agencies as instructed.

**ARFF and Snow/Ice Removal Duties (10%):** Participates in required monthly and annual training. Operates aircraft rescue and firefighting (ARFF) vehicles and equipment in training and actual emergency situations and respond to on-call snow and ice removal operations.

**ESSENTIAL TASKS, DUTIES & RESPONSIBILITIES:**

1. Performs preventive maintenance and repairs to terminal facilities such as painting, routine carpentry, minor plumbing repair, air conditioning filters, pressure washing of curbside, general cleaning of baggage belts and other areas of the terminal as needed.
2. Perform minor repairs to facility electrical, lighting, and heating/HVAC systems as well as equipment including buffers, sweepers, shampooers, scrubbers, etc.
3. Oversees projects to ensure successful completion.
4. Operates airport shuttle and heavy machinery including tractors, dump truck, tractors, bush-hogs and snowplows.
5. Oversee the Authority’s custodial contracts and other terminal contracts to ensure that are performing in compliance with the scope of work of the contracts. Assist management with the procurement process for renewal of these contracts and other terminal-related contracts as needed.
6. Provide escort to vendors and contractors as assigned.
7. Trains and responds to aircraft rescue and firefighting emergencies; operates aircraft rescue and firefighting vehicles and equipment in training an actual emergency situation. Participates in ARFF and safety drills which include mock disaster situations and emergency response.
8. Responsible for the upkeep and cleanliness of all work areas.
9. Assists the general public and tenants, providing information as reasonably requested.
10. Performs snow removal duties as necessary.
11. 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 is equally spent inside and outside and exposed to extreme weather (hot/humid, cold/ice/snow/rain). Exposed to loud noise due to aircraft and vehicle operations. This is a fixed third-shift position.

**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 as a skilled worker in building maintenance preferred.
3. Ability to read and interpret contract provisions for compliance enforcement.
4. Ability to plan and supervise the work of semi-skilled or unskilled workers.
5. Ability to use supplies and equipment efficiently and economically.
6. Physical ability to perform heavy manual work and mechanical under possible adverse conditions.
7. Required to successfully pass Aircraft Rescue & Firefighting certification within 1 year of hire date. Failure to earn and maintain annual certification will result in dismissal.
8. Availability to respond to call-in for snow and ice removal operations.
9. Ability to act quickly and calmly in emergencies and other critical situations.
10. Ability to maintain all required training and certifications in accordance with the established timeframes and protocol.
11. 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.
12. Ability to read and understand ARFF, airport security, and OSHA requirements.
13. 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 custodial and other 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