TO: ALL DEPARTMENT HEADS
FROM: RON PHILLIPS
      MONROE REGIONAL AIRPORT DIRECTOR
DATE: JANUARY 02, 2019
SUBJECT: JOB OPENING - EQUIPMENT OPERATOR

A job opening exists at the Monroe Regional Airport for an Equipment Operator I. If this job post is not filled by a current qualified City of Monroe employee within ten (10) working days of this notification, it will be opened to the public on 01/18/2019.

DEFINITION/ DISTINGUISHING CHARACTERISTICS OF JOB
Under general supervision, is responsible for operation of light trucks, tractors, and similar equipment in construction and maintenance work of routine difficulty; performs related work as required.

ESSENTIAL JOB DUTIES
The equipment operator drives, operates, and does routine maintenance inspections on different types of equipment such as tractors, small mowers, bush hogs, rotary mowers, light trucks and equipment. Assists in the construction, maintenance and/or repair of drainage facilities on property; services and makes minor adjustments to equipment assigned; reports mechanical failures and need for repair, mechanical maintenance under supervision; loads and unloads peripheral equipment and related materials; joins other crew members in manual labor as necessary; and does maintenance/ preventative maintenance in and around building located on the Airport property.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS
Works inside and outside in all kinds of weather; exposed to dust, noise and dirt; provide assistance in locating and exposing broken electrical lines used to light runways and taxiways at the Airport; assist in minor plumbing duties, electrical and air conditioning problems in building leased by the Airport; clean up parking areas on all Airport property; provide assistance in the striping of all runways and taxiways and assist with the replacing of lights on all runways and taxiways.

MINIMUM QUALIFICATIONS

Training and Experience
Some experience in operating or driving light construction equipment, trucks or related equipment; good driving record. FAA required safety training in runway/taxiway familiarization, communications with the Control Tower, excursion and drivers training, with recurrent training each year.
Knowledge, Abilities, and Skills

Must have skills in operating aircraft radio and able to communicate with Air Traffic Control Tower for safe operation on airfield; some skill in operation of simple tools. Ability to understand and follow instructions, learn from on-the-job training in use of mechanical equipment.

LICENSES AND CERTIFICATES
Possess and maintain a valid Louisiana State driver’s license; acceptable driving record; possession of Louisiana handgun permit may be required but is not necessarily a requirement of this position. Certification may be required in the future with reasonable time given to do so.

Americans with Disability Specifications: The physical demands described here are an indication of what 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 job duties/functions.