

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

DUTIES Serves as Concrete Finisher and Asphalt Worker in the Structures and Grounds Division (Division) of the Engineering and Maintenance Department (Department) at Ronald Reagan Washington National Airport (DCA), Metropolitan Washington Airports Authority (Airports Authority). Works on the roadway crew, maintaining, repairing and constructing asphalt or concrete pavements, including roadways, runways, taxiways, ramps, sidewalks, and curbs. Operates a variety of construction equipment, such as dump trucks, asphalt paving equipment, tampers, vibratory rollers, concrete mixers, and spreaders. Applies the principles, standards, and best practices of the trade to perform related roadways maintenance and repair duties. Works alone or on a team, as directed. Performs related functions.

Performs emergency and planned repairs of asphalt and concrete pavements such as roadways, runways, taxiways, ramps, sidewalks, and curbs. Mills, breaks up, cuts, and removes damaged or worn pavement areas to proper measurements and angles. Uses front-end loader to load debris into dump truck; uses tamper to make foundations compact and level, leaving sufficient room for asphalt or concrete. Prepares subsurface to proper depth and firmness and readies area for the installation of asphalt and concrete.

For asphalt paving, heats tack coat to proper temperature and sprays or sweeps over foundation. Drives dump truck to plant for hot asphalt, ensuring that proper mix and grade is provided and that charges for tonnage are correct. Spreads asphalt with rake or level loop, using 8-foot level to determine evenness, and applies top sealer.

Mixes and prepares concrete in accordance with specifications, ensuring that the proper amount of cement, sand, stone, and water are used and that proper consistency is obtained. Mixes concrete in small mixer or obtains larger amount from plant. Prepares forms for concrete by measuring and cutting wood pieces to specified measurements; bends forms for curves and nails into position. Pours concrete into forms and spreads and levels newly poured concrete with trowel. Compacts, contours, and levels concrete layers.

May assist in installation of road signs and fences by making post holes (with post hole digger or auger attachment) and filling with cement.

Clears potential obstructions to traffic on roadways and runways. May operate sweeper to periodically clean the runways of concrete and asphalt chips and debris that might damage aircraft, and to participate in rubber removal, using care in maneuvering alongside and between aircraft and airfield lights. Adjusts broom and shield height if too close to the pavement.

Uses front-end loader to load dump trucks. Operates dump truck to load, haul, and stockpile stone, topsoil, sand, and similar materials. Conducts daily vehicle and equipment inspections, and performs operational checks on equipment (e.g., checks oil, water, and tire air pressure) and reports malfunctions or damage on the shift to the supervisor.

Regularly uses all of the hand and power tools and equipment of the concrete and asphalt trade including handsaws, shovels, chainsaws, drills, trowels, and floats. Maintains clean work area, takes proper care of tools and equipment.

Communicates and interacts effectively with internal and external business contacts, including, but not limited to, other members of the unit/team, other Airports Authority employees (such as managers, supervisors, professionals, and support staff), and vendors/suppliers/contractors/tenants.

Uses a computer and (a) modern office suite software (such as MS Office) to communicate (email), plan, schedule, word process (light word processing only), and conduct research (Internet use to research supplies or techniques); (b) enterprise software for requisitioning, time and attendance reporting, and other functions; and (c) special systems/software used in the Department, such as the Computerized Maintenance Management System (CMMS) record work progress and document finished work.

Drives pick-up truck or construction vehicle, airside and landside, to various worksites to complete assignments.

Performs other duties as assigned.

Critical features of this job are described under the headings below. They may be subject to change through reasonable accommodation or otherwise.

MINIMUM QUALIFICATIONS (MQs)

To be rated qualified for this job, an applicant must meet all of the MQs listed below at the time of vacancy announcement closure.

1. A high school diploma, a Certificate of General Educational Development (GED), or an equivalent combination of education, experience, and training.
2. Three years of progressively responsible experience (post high school) in maintaining and repairing concrete and asphalt pavements, including (a) milling, breaking up, and removing roadway materials; (b) preparing, mixing, and applying asphalt and concrete; (c) constructing concrete forms; (d) edging, finishing and curing work; and (e) using and operating associated asphalt and concrete construction tools and equipment.

A fully equivalent combination of education and training beyond what is needed to satisfy MQ 1 above may be substituted for up one of year experience on a week-to-week basis.

3. A Class B commercial driver's license (CDL), or ability to obtain a Class B CDL within 90 days of hire, promotion, or placement into the position.

PREFERRED QUALIFICATIONS

The qualifications listed below (if any) are preferred and may be considered in the selection process, but they are not required to be rated qualified for this job.

1. Possession of a Class B CDL.
2. Experience working safely in a skilled trade on a busy airfield or in an equivalent work environment, such as, but not limited to, work in a skilled trade requiring prolonged concentration and attention to detail amid maritime or motor freight cargo loading/unloading, or other types of near-constant movements/operations that require continuous situational awareness and alertness to continually changing circumstances and events.

KNOWLEDGE, SKILLS, ABILITIES AND OTHER FACTORS (KSAOs)

The following KSAOs are required for successful performance of this job and are a basis for rating and ranking applicants who are found to meet the MQs. *Local, Federal, airport industry or Airports Authority specific bodies of knowledge listed below may be acquired on the job, typically; ability to rapidly acquire them is required at the time of vacancy announcement closure.*

1. Knowledge of asphalt and concrete paving procedures including preparing subsurface to the proper depth and firmness, breaking up pavement, inspecting asphalt and concrete for proper mix and grade, and producing a level, sealed pavement.
2. Knowledge of, and ability to apply, Federal, state, and Airports Authority safety rules, regulations, and procedures in working safely.
3. Knowledge of the Airport layout, including Air Operations Area traffic rules and regulations to operate equipment safely on and around active runways and taxiways, and to work in tandem with other equipment, moving vehicles, and pedestrians.
4. Skill in operating concrete and asphalt equipment such as dump trucks, jackhammers, backhoes, air compressors, and tampers, including the ability to interpret changes in equipment such as changes in sounds, vibrations, and “feel”.
5. Skill in using hand and power tools of the concrete and asphalt trade, including saws, shovels, picks, asphalt rakes, levels, trowels, concrete mixers, concrete vibrators, transits, voltage meters, ohmmeters, and floats.
6. Skill in problem solving to select, organize, and logically process relevant information (verbal, numerical, or abstract) to solve a problem. This includes the ability to recognize subtle aspects of problems, identify relevant information, and make balanced recommendations and decisions. Examples include determining specific equipment needed to

perform an assigned task, planning and laying out routine and complex concrete structures, and using shop mathematics to calculate amounts of materials needed for specific tasks.

7. Skill in oral communication to understand verbal information (including instructions, descriptions, and ideas) and to express such information verbally so that others will understand. Examples include exchanging routine and non-routine operational and procedural information with co-workers, workers from other areas, and in communicating with the control tower when working on or adjacent to the airfield.
8. Skill in written communication to understand written information (including instructions, descriptions, and ideas) and to express such information in writing so that others will understand. Examples include reading technical-operational materials (such as operator manuals and material safety data sheets) and administrative-programmatic materials (such as work orders and Airports Authority supply procedures), and writing briefly about similar types of matters, such as closing out work orders.
9. Skill in using a computer and (a) modern office suite software (such as MS Office) to communicate (email), plan, schedule, word process (light word processing only), and conduct research (Internet use to research supplies or techniques); (b). enterprise software for requisitioning, time and attendance reporting, and other functions; and (c) special systems/software used in the Department, such as the Computerized Maintenance Management System (CMMS) record work progress and document finished work.
10. Interpersonal skills to interact with contacts in a businesslike, customer service-oriented manner.

RESPONSIBILITY Is responsible for repairing and constructing concrete and asphalt pavements by preparing subsurface and pouring and leveling asphalt or concrete layers in line with existing surfaces. Secures road sign posts and footings, cleans roadways, and operates associated construction equipment safely. Work assists in keeping the airport's pavement areas free from debris and in operational condition.

Reports to the Lead Concrete Finisher/Asphalt Worker or Grounds Maintenance Supervisor who assigns work orders based on trouble calls and/or projects. The Leader or Supervisor may specify the materials and equipment to be used and may provide the measurements (e.g., width, length, height, and depth) for special projects, such as sidewalks. Keeps Leader or Supervisor informed of progress and problems or conflicts requiring assistance. Work is reviewed in process, upon completion, and in other ways (such as feedback and comments by customers), and in terms of quality, quantity, timeliness, compliance with trade practices and work orders, and other factors, including specific performance measurements and goals.

EFFORT Work requires moderate to heavy physical exertion (such as frequently moving heavy items weighing 80 pounds and sometimes moving items weighing 100 pounds) and close mental attention to details while operating equipment on active airfields and roadways. Sits in vehicles for long periods while operating equipment; may be subject to the vibrations of operating equipment. Frequently moves about work sites; bends, stoops, or otherwise positions self when

shoveling and using jackhammer. Uses a variety of hand and power tools. Conveys work information by telephone and two-way radio. Responds to various system alarms and radio calls. Operates vehicle using judgment in consideration of weather, traffic and other factors.

WORKING CONDITIONS Regularly works outside in all types of weather (high heat/humidity, rain, snow, ice). Is subject to exposure to dust, dirt, hot asphalt, unpleasant odors, fumes, and potentially hazardous materials; noise from jet aircraft, diesel engines, and jackhammers; and prolonged and sometimes violent vibrations of equipment. Exercises care, follows safety precautions and procedures, and uses personal protective equipment (such as hard hat, safety shoes, and hearing and eye protection) and other safety gear.

OTHER SIGNIFICANT JOB ASPECTS Is subject to hold-over and recall on a 24-hour basis for essential services and emergencies such as snow removal activities.