

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

**DUTIES** Serves as a Structural Maintenance Mechanic in the Terminal Services Section at Ronald Reagan Washington National Airport (DCA), Metropolitan Washington Airports Authority (Airports Authority). Performs a wide variety of duties involving a number of recognized trades (carpentry, roofing, masonry, wood crafting, metal working, etc.) in the repair of structural fixtures and components within or on the terminal buildings. Performs related functions.

Conducts periodic and daily visual inspections of assigned public and private areas and notes deficiencies requiring maintenance or repair(s). Determines types/extent repairs needed and whether to make immediate repair(s) or to initiate work order(s); examples include, but are not limited to, damaged chairs, inoperative lighting, loose railings, leaky faucets, torn carpets, damaged ceilings and hazardous conditions. Reports serious/hazard situations to supervisor.

Responds to emergency calls such as leaks (roof, water and sewage), tears, breaks, outages, or complaints from tenants. Identifies the cause(s) of the problem(s), and takes action, as required, to avoid, alleviate or minimize damage or hazard. Secures hazardous area until hazard(s) can be abated. Assists other trades personnel in immediate correction of hazardous conditions, if needed. As appropriate, advises supervisor of the need to prepare work order(s) for the central shops. Prepares discrepancy reports when repairs are the responsibility of the tenant. Follows up on discrepancy reports to assure corrections have been completed.

Makes repairs such as replacing broken wall and floor tiles, torn carpet and carpet trim. Makes temporary terrazzo floor repairs until final repairs can be scheduled. Patches roof and wall surface. Installs and repairs counter tops, cabinetry, furniture and other items made of wood, metal and plastic. Patches membrane-type roof systems until permanent repairs can be made by certified contractor.

Measures and cuts new tiles to fit when replacing damaged tiles in various types of suspended and acoustical ceiling systems and various types of flooring such as terrazzo and mosaic floor tile, brick pavers, etc. As required, prepares sub flooring to achieve even alignment of finished work. Constructs sheetrock and metal-framed partitions, finishes sheetrock repairs, plaster and masonry surfaces and high impact wall panels. Touches-up painted surfaces.

Installs and repairs floor and wall carpet and carpet trim and reducers. Measures and installs a variety of rubber and vinyl wall base and corner guards. Installs, adjusts, and repairs numerous types of hardware such as door closer devices, hinges, door stops and bumpers, metal and vinyl thresholds, reducers, kick plates, etc. Installs steel doors and jambs. Maintains security doors to ensure proper operation. Performs maintenance and repairs to expansion joints, both interior and exterior.

Installs and repairs various types of metal railings, decorative metal and stainless steel trim, radiator covers, sign mounts, etc. Occasionally fabricates mounting components, end caps, escutcheons, sheet metal trim, etc.

Installs and repairs rest room partitions, vision screens, and all related hardware such as mounting brackets, stall door latches, hinges, various dispensers and receptacles, counter tops and cabinets. Repairs, assembles and occasionally modifies furniture, and fabricates replacement components as needed. May make layout sketches for special projects.

Serves as a sub-journey level assistant to mechanical and electrical mechanics within the division; serves as lead when working with mechanical and electrical mechanics involving a primary trade.

Operates various hand and power tools such as table saws, power miter saws, circular saws, band saws, drill press, drill motors, screw guns, hammer drills, heat guns, tile cutters, metal shears, seamers, etc. Uses measuring instruments such as spirit levels, rulers and tape measures, framing and combination squares, pitch gauges, dividers and protractors.

Uses a wide variety of building materials such as ceiling tile and grid systems, vinyl floor tiles, ceramic and mosaic tiles, wood and wood products, sheetrock and finishing compounds, plaster compounds, glues, mastics, and adhesives, caulking, grouts and patching cements, alkyd and latex paints, lubricating oils, stainless steel, sheet metal and aluminum.

Drives a pickup truck to pick up materials on or off Airport and perform other functions. Operates a personnel lift or bucket truck, electrical carts for movement of lifts, equipment, and materials. May drive large vehicles for snow removal.

--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), vendors/suppliers/tenants, airport users, and the general public.

--Uses a computer for various office applications such as email, word processing (light word processing only), etc., and current CMMS to document finished work.

\* 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. Four years of progressively responsible experience (post high school) in carpentry, roofing and related building maintenance performing repair and maintenance of structures;

**OR**

Four years of approved apprenticeship training in an occupation of the position to be filled and one year of practical trade experience.

3. Ability and willingness to perform shift work.

**PREFERRED QUALIFICATIONS (PQs)**

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

1. Experience maintaining and repairing furniture, walls, floors, ceiling, roofs, mechanical devices, and masonry units for a public or government entity.
2. Possession of a Class B Commercial Driver's License (CDL) for possible assignment to drive snow removal equipment.
3. Large scale snow removal experience utilizing large, Class B Commercial vehicles.

**KNOWLEDGES, SKILLS AND 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 application/placement.*

1. Knowledge of the carpentry and building trades to perform journey-level work including construction and repair of furniture, walls, floors, ceilings, roofs and masonry units. This includes knowledge of trade standards/practices and the USBC building codes and life safety codes, e.g., proper application of door closures and hardware, to make sure that own work meets requirements.
2. Skill at the journey level as a maintenance mechanic exhibiting the:
  - Skill in using tools of the carpentry and building trades, such as saws, drills, sanders, planers, metal shears, seamers, and tile cutters, to accomplish construction projects and make repairs.
  - Skill in using such measuring instruments as laser level, spirit level, straight edge and square to make precise measurements for construction of furniture and the layout and installation of new fixtures/offices, and for attractive repair of decorative metal railings, furniture, and cabinetry.

- Skill in interpreting illustrations, specifications, diagrams, schematics, blueprints and similar guides (showing the complete assembly of items) in order to make, modify, or repair furniture, masonry units, etc.
3. Knowledge of materials used in carpentry, masonry, roofing and flooring, such as various hard and soft woods, plastics, tiles, brick, concrete, cinder blocks, plaster, grout, tar, roof surfaces, insulation, and mastics to select proper materials for a particular purpose and substitute materials to meet specific needs. This includes the ability to plan/lay out jobs and estimate materials for quick jobs from start to finish and the ability to make sketches to plan and layout work for special projects according to request/need or alter them to document modifications.
  4. 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 identifying the cause(s) of the problems and taking corrective action and skill to make sketches to plan and layout work for special projects.
  5. 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, contractors, and customers.
  6. Skill in the repair of malfunctioning mechanical equipment such as conveyor belts, overhead doors, loading dock levelers, gates, and automatic door opening/closing devices utilizing basic hand tools.
  7. Skill in the use of engineering equipment, e.g., front-end loader, bobcat, etc., for snow removal.
  8. Skill in written communications to understand written information (including instructions, descriptions, and ideas) and in written communication to express such information in writing so that others will understand. Examples include reading technical-operational materials (such as technical manuals, maintenance schedules, and work orders) and administrative-programmatic materials (such as IAD and Airports Authority supply procedures), and writing briefly about similar types of matters, such as closing out work orders.
  9. Interpersonal skills to interact with business contacts in a businesslike, customer service-oriented manner.
  10. Skill in using a computer, modern office suite software (such as MS Office), specialized software such as the CMMS and radio and telecommunication devices to plan, schedule, communicate using MS Outlook for interdepartmental communication, and word processing (light word processing only).
  11. Ability to work safely and knowledge of the safety rules and procedures needed to do so.

**RESPONSIBILITY** Is responsible for the repair and maintenance of structural fixtures and components within or on terminal buildings. Usually works alone in areas remote from the Terminal Service Center. The supervisor makes assignments, assures that supplies are available and may assist with unusual problems. Independently plans, lays out, and completes regular work. Makes decisions and recommendations within the scope of one's assignments and authority, keeps the Supervisor informed and brings matters not covered by established procedures or other guidelines forward for guidance or resolution. Work is subject to review in process, upon completion, and in other ways (such as performance of items after repair, nature and number of call-backs, and comments by customers) in terms of quality, quantity, timeliness, customer service, teamwork, adherence to requirements, and other factors, including attainment of specified performance management goals and objectives.

**EFFORT** Moves throughout the terminal buildings and related areas. Stands, bends, stoops and crouches or otherwise positions and moves one's self to inspect areas and fabricate, repair or install fixtures and components. Regularly ascends/descends and/or works from stepladders, extension or vertical ladders and powered personnel lifts. Frequently lifts and carries or otherwise moves heavy items weighing over 50 pounds, such as drywall and ceramic tile. Uses a wide variety of hand and power tools. Communicates by telephone and two-way radio. Operates controls of interior electric cart and powered personnel lift based on judgment and traffic. Operates vehicle using judgment in consideration of traffic, weather, and other factors.

**WORKING CONDITIONS** Usually works inside heated and cooled terminal buildings, however, may be required to work outside in all types of weather, including inclement weather (rain, fog, snow, ice, cold, and high heat/humidity). Some work areas are dusty, dirty or greasy and incumbent is exposed to dust, dirt, dampness, noise of jet aircraft and motors, moving vehicles, and vibrations of equipment. Is exposed to various risks and hazards: hazardous substances, such as asbestos; possibility of injury from driving, falls, cuts, bruises, and noise from shop equipment. May work at heights of 20+ feet and is subject to fall from high elevations while performing various duties. Exercises care, follows general and/or special safety precautions and wears safety shoes, goggles, gloves, respirator, hearing protection and other personal protective gear, as required.

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