



City of Kemmerer, Wyoming Seasonal Airport Operator Job Description

Department: Public Works	Effective Date: 07/1/2024
Reports to: Public Works Director	FLSA Category: Part-Time Non-exempt seasonal 29 hours per week
Pay Grade/Range: 6	\$22.33 - \$24.85

Essential competencies of this job are described under the headings below. They may be subject to change at any time. The omission of specific statements of duties does not exclude them from the position, if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee, and may be changed by the employer at any time.

NATURE/PURPOSE OF WORK: The purpose of this position is seasonal snow removal and general maintenance of the assets as the Kemmerer Municipal Airport.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Remove snow from airport runways, taxiways, hangar row and parking areas at the Kemmerer Municipal Airport.
2. Operates heavy equipment such as loaders, plow trucks and loader mounted rotary snow blowers.
3. Performs general maintenance of the airport lighting systems such as repairing runway landing light pedestals and replacing bulbs.
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5. Performs snow removal and applies various deicing materials.
6. Operates heavy equipment, such as backhoes, loaders, dump truck with plow, garbage truck, mowers, bucket truck, ATV, blade and skid steer, to maintain streets, drainage channels, storm sewers, rights of ways and other related infrastructure.

OTHER DUTIES OF JOB:

1. Attends meetings and training sessions, as required.
2. May be required to work outside the traditional work schedule and is subject to call out and/or call-back.

SUPERVISION RECEIVED:

Receives daily instruction from Director of Public Works or Airport Manager.

SUPERVISION GIVEN:

Supervision is not a responsibility of positions in this classification.

WORKING CONDITIONS:

1. May be exposed to dangerous machinery, hazardous chemicals, potential physical harm, extreme weather conditions and infectious diseases.
2. Reports for duty daily at the Kemmerer Municipal Airport.
3. May be required to work outside the traditional work schedule.

PHYSICAL AND MENTAL CONDITIONS:

1. Dexterity requirements range from simple to coordinated movements of fingers/hands; feet/legs; torso necessary to carry out job duties.
2. Must be able to occasionally climb, lift, bend, kneel, grip, push, pull, walk and sit frequently.
3. May be required to lift and/or carry heavy, bulky supplies, materials and/or other items weighing up to 100 pounds.
4. Must be able to move frequently through the work day.
5. Must demonstrate emotional stability.
6. Must be able to pay close attention to details and concentrate on work.

QUALIFICATIONS

A. EDUCATION/TRAINING

A high school diploma or GED required.

B. WORK EXPERIENCE

Two years of relevant construction, heavy equipment, and snow removal.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

1. Knowledge of the City's and the Department's policies and procedures.
2. Knowledge of the operation of a variety of tools and construction-related equipment.
3. Capable of establishing and maintaining effective working relations with co-workers, other City employees, representatives from the city, county, state and/or Federal agencies, the new media, general public sector and/or others having business with the City of Kemmerer.

Incumbent Signature:	Supervisor Signature:
Date:	Date: