



**ECTOR COUNTY, TEXAS
HUMAN RESOURCES DEPARTMENT**

**Airport Maintenance Specialist
ECTOR COUNTY BUILDING MAINTENANCE DEPARTMENT**

The Building Maintenance Department has an opening for an Airport Maintenance Specialist. The Specialist will be under direct supervision of the Building Maintenance Director.

MINIMUM QUALIFICATIONS: A minimum of 3 – 5 years' experience in electrical trades with building maintenance skills. Effective interpersonal skills to work with other department's employees, department heads, contractors, and supply houses. Be service oriented. Be self-motivated and able to work alone and manage others. Good writing skills and oral communication skills.

Primary Duties: Perform skilled maintenance on airport lighting systems. Such as runway lights, taxiway lights, security gates, and current regulators. This would include troubleshooting and system repair.

Perform maintenance of hangers and hanger door operation. Replace non-working bulbs. Troubleshoot and repair or replace runway signs, and Papi lights. Report any damaged equipment in need of replacement to the director. Work with director and vendors for pricing and acquisition of equipment replacement. Make supply list for need inventory of bulbs and other replaceable items. Communicate with Director and or Assistant Director on job progress, material requirements, and personnel matters. Performs any other duties designated by Building Maintenance Director. Maintain written documentation of projects and inventory. Follow all safety protocols of airports safety including driving around taxi and runway areas. Communicate movements and your location in any areas around or near runways, taxiways, or any other area where airplane traffic may be encountered to FBO by radio. Maintain electrical supplies and inventory for all lighting equipment necessary for daily repairs to keep airport operating efficiently and safely. Troubleshoot any existing problems and determine repair process and let director know if any outside technicians are needed to facilitate unmanageable repairs. Any repairs needed to keep entire airport in best operational condition. Forklift and skid steer skills would be a plus. Maintain operable gates and fence repairs for security.

SALARY: \$25.67 with excellent benefits; Primary work schedule: Monday-Friday, 8 am to 5 pm

Please apply at the Ector County Annex Building, 1010 East Eighth St., Human Resources Room 126, Odessa, Texas. Ector County does not discriminate on the basis of race, color, national origin, sex, religion, age and disability in employment or the provision of services.

NOTICE: Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. This employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization. Passing a pre-employment urinalysis drug screen is required.