



THE CITY OF HAYWARD

is recruiting for an

AIRPORT MAINTENANCE WORKER



DEADLINE TO APPLY

**January 15, 2021 @
5:00 PM**

Candidates are encouraged to apply online at:
www.hayward-ca.gov/your-government/working-hayward
or www.GovernmentJobs.com.

COMPENSATION

Monthly Salary

\$6,543 — \$7,614*

*Effective 12/21/2020

Plus excellent benefits package:
See the Benefit Summary on the City's Human Resources webpage for more details.

THE SELECTION PROCESS

Candidates must submit a completed job application *and* a response to the Supplemental Questions. Application packets will be screened and candidates considered best qualified will move forward to a competitive examination process, which may include a writing exam, practical exam and/or an oral interview.

The examination process will result in a ranked eligible register of candidates for hiring consideration by the department. The actual job offer will depend on the candidate's success in the departmental selection process.

With the Bay Area economy exploding, Hayward is fast becoming a regional nerve center for new development and building activity. Spanning from our pristine western shoreline to the attractive foothills to our east, Hayward is the picture of cultural, geographic and economic diversity. With a vigorous and growing "Advanced Industries" sector, which the Brookings Institute has identified as a primary engine of the new economy, Hayward and its 160,000 residents are building the future today. The successful candidate will occupy a unique position at the nexus of commercial, residential and industrial activity in the Bay Area.

THE POSITION

The City of Hayward is excited to announce its recruitment for the position of Airport Maintenance Worker. Under the direction of the Airport's supervisory staff, incumbents perform a variety of tasks requiring knowledge of general maintenance of buildings, grounds, and related mechanical equipment. Familiarity with airport operations is highly desirable. The operation of various types of light automotive equipment as a regular assignment is characteristic of this class.

THE DEPARTMENT

The Airport Division of the Hayward's Transportation and Engineering Department works to promote aviation safety, provide courteous and efficient service to the flying public, attract businesses that provide a full range of aviation services, physically develop the Airport to reach its ultimate operational capacity, and create a compatible environment with the surrounding community.

DUTIES INCLUDE

Depending upon assignment, duties may include but are not limited to the following:

- Operates power blade, drag roller, tandem disc, street sweeper, and other related equipment used in maintaining the airport's facilities and grounds.
- Maintains radio contact with the Federal Aviation Administration control tower and responds to emergencies on the field.
- Repairs equipment, facilities and grounds, or other related items.
- Performs routine maintenance of equipment including lubrication and minor repairs.
- Observes violations of airport regulations and informs supervisor.
- Records daily log of activities.
- Observes airfield conditions and informs supervisor.
- Sweeps runways and taxiways with a motorized street sweeper.
- Performs custodial maintenance of grounds and facilities.
- Performs related work as necessary.

**A complete job description and list of duties can be found at
www.hayward-ca.gov/your-government/working-hayward**

The City of Hayward is an Equal Opportunity Employer

ABOUT HAYWARD With over 160,000 residents, Hayward is the sixth largest city in the San Francisco Bay Area. It is centrally located 14 miles south of Oakland, 25 miles southeast of San Francisco, and 26 miles north of San Jose. This location makes the city a transportation hub with an extensive network of freeways, bus lines, two BART stations, an Amtrak station, and the Hayward Executive Airport. According to the 2010 census, Hayward is the second most ethnically-diverse community in California, which is apparent in its rich cultural events and diverse local businesses. The family-oriented community is home to Cal State East Bay, an historic downtown, and some of the best weather in the Bay Area.

JOB RELATED AND ESSENTIAL QUALIFICATIONS:

KNOWLEDGE OF:

- Makes, models and types of general aviation (civilian) aircraft is desirable.
- Applicable Federal Aviation Administration regulations pertaining to safety procedures on the ground and taxiing signals is desirable.

ABILITY TO:

- Assimilate training and perform functions upon own initiative.
- Operate and perform minor maintenance on equipment such as power blades, flail mower, street sweeper, tandem discs, and drag rollers.
- Perform moderately difficult facility and building maintenance.
- Understand and follow oral and written directions.
- Deal effectively and harmoniously with users, tenants and co-workers.

SUPPLEMENTAL QUESTIONNAIRE

Completion of this Supplemental Questionnaire is required for your application to be considered and is an integral part of the examination process. Responses should be limited to one page per question and sufficiently detailed to assist in evaluating your qualifications for this position. Writing 'see resume' or 'N/A' is not a sufficient response.

1. Describe your experience or what experience has prepared you to operate, maintain, clean and troubleshoot vehicles and equipment such as: a tractor, a mowing deck, a street sweeper, a dump truck, a front-end loader, and a paint-stripping rig.
2. Describe your experience doing typical housekeeping duties such as washing equipment after use, organizing and storing tools and equipment in the maintenance shop, and janitorial work.
3. Describe your experience or what experience has prepared you to operate on the movement and non-movement areas of the airport, including but not limited to: using a VHF radio to communicate with the air traffic control tower, your knowledge of surface markings, and performing airport self-inspections.
4. Describe safety concerns when working near aircraft and on equipment.

MINIMUM QUALIFICATIONS

Any combination of equivalent experience and education that could likely provide the required knowledge and abilities would qualify. A typical way to obtain the knowledge and abilities would be:

EXPERIENCE

One (1) year of full-time, paid general maintenance of buildings, grounds, and related mechanical equipment, preferably at an airport. Experience in the operation of motorized equipment is desirable.

EDUCATION

Equivalent to the completion of the twelfth (12) grade.

LICENSES/CERTIFICATE

Possession and maintenance of a valid Class C California Driver's License. Possess and maintain, or have the ability to obtain within one (1) year of hire, a radio-telephone operator's license.

Upon receiving a conditional offer of employment, a current DMV printout (obtained within the last 30 days) may be requested.

The DMV printout can be obtained from your nearest DMV office. Online printouts will not be accepted.

