



## **NORFOLK AIRPORT AUTHORITY**

2200 Norview Avenue  
Norfolk, VA 23518

Begin a challenging career with the Norfolk Airport Authority, a political subdivision of the Commonwealth of Virginia. Our mission is to manage the operation, maintenance, development and marketing of Norfolk International Airport and to serve the air transportation needs of southeast Virginia and northeast North Carolina.

**Job Title:** MAINTENANCE MECHANIC  
**Position Number:** 400-08-003  
**Shift Schedule:** ACTUAL SHIFT TO BE DETERMINED  
8:00 AM – 4:30 PM (SHIFT I)  
4:00 PM – 12:30 AM (SHIFT II)  
12:00 AM – 8:30 AM (SHIFT III)  
**Starting Hourly Rate:** \$21.29 PER HOUR  
(\$44,290.91 ANNUAL)

**JOB SUMMARY:** This position is primarily responsible to the Building Maintenance Engineer for the maintenance and repair of all airport buildings and related equipment with emphasis on HVAC and electrical. This job description lists only the primary job duties normally assigned to this position, but does not restrict the performance of other duties assigned by the supervisor.

### **ESSENTIAL FUNCTIONS:**

1. Repair and maintain physical facilities of the terminal as directed. Assist other departmental personnel in the maintenance of building equipment whenever necessary.
2. Manage and maintain the Above Ground Storage Tank Program (AST). Including, but not limited to inventory control, equipment maintenance, AST daily, weekly and monthly inspections, fuel additive requirements, AST training and record keeping.
3. Operate and maintain heating, ventilation, and air conditioning equipment.
4. Repair all facility equipment in terminal restrooms.
5. Assist in the relocation of terminal equipment, including but not limited to counters, signs, railings, booths, showcases, etc.
6. Assist in "making ready" the office and concession space for airport terminal tenants.
7. Paint, plaster, clean, and restore airport facilities as required or specified.
8. Maintain parking lot equipment- Gate operators and gate arms.
9. Assist in snow removal operations and snow removal equipment maintenance.
10. Responsible for daily inspection, routine maintenance and appearance of assigned airport vehicle(s).
11. Adhere to all Authority personnel policies and departmental guidelines.
12. Perform other duties as assigned and directed.

### **MINIMUM JOB REQUIREMENTS:**

1. Possess a valid Virginia or North Carolina driver's license and must meet NAA driving record requirements.
2. Ability to obtain and maintain eligibility to hold a Security Identification Display Area (SIDA) badge as may be required by assigned job duties and responsibilities.



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### KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of practices, tools, and materials used in maintenance of mechanical, electrical and sanitary equipment.

### EDUCATION AND/OR EXPERIENCE:

1. High school graduate or equivalent.
2. Trade school or related experience preferred.
3. Three years' experience in general building maintenance or building trades and HVAC, or one year of experience as a journeyman in plumbing, electrical work or HVAC.
4. Any equivalent combination of experience and training, which indicates ability to perform the work assigned, will be considered.

**PHYSICAL REQUIREMENTS:** Lifting up to 50 lbs; ability to climb ladder with tools; some overhead work; extensive walking, bending and stooping; reading blueprints, computer CRT and printouts.

**DRIVING REQUIREMENTS:** All drivers must be at least **21** years of age, licensed for at least **3** years, have the type of license required by their state for the vehicles operated and meet the following driving record standards.

- Any employee or applicant who has been licensed in their state less than 3 years must provide a copy of their previous driving record to Human Resources.
- An employee or applicant may have a North Carolina or Virginia driver's license as long as they reside in that state.
- **An "unacceptable" DMV driving record includes the following violations during the most recent 3 year period:**

- Two or more at-fault accident convictions
- DWI/DUI
- Drug Offense
- Eluding a Police Officer
- Committing a Felony with a Motor Vehicle
- Foreign citizens with no historical driving record available to us
- Hit Run / Leaving the Scene of an accident
- Lending an Operator's License or Registration to Another
- Three or more moving violations

Note: Texting or cell phone violations are considered moving violations because they increase the chance of being in an accident.

- Moving Violations & Accidents – more than 2 moving violations and/or at fault accidents within the past 12 months
- Open Container Violation
- Passing a Stopped School Bus
- Racing or Speed Contest Violation
- Reckless Driving
- Speeding 25 mph, or more, above speed limit
- Speeding – 10 mph or more over the speed limit in a school zone
- Current Suspended License



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- Suspended License History – Drivers who have had 3 or more license suspensions as a result of moving violations
- Temporary Operator's Permit
- Vehicle Manslaughter/Homicide

**Interested applicants must submit a Norfolk Airport Authority application form and a current DMV driving record to:**

**Norfolk Airport Authority**  
*Attention: Human Resources Department*  
**2200 Norview Avenue**  
**Norfolk, VA 23518**

**Application forms and DMV driving records must be received by:**  
**4:00PM on Friday, June 22, 2018**

Norfolk Airport Authority is an affirmative action/equal opportunity employer.  
All qualified applicants are encouraged to apply.  
EOE F/M/Vets/Disabled