

WILMINGTON INTERNATIONAL AIRPORT
Wilmington, North Carolina

JOB DESCRIPTION

Title: **Maint. Specialist-Electrician** Date: June 2019 Supersedes: February 2018

Authorized by: _____, Operations Manager
Signature

Position Summary: Responsible for the maintenance, troubleshooting, repair, and/or replacement of various electrical and lighting systems; HVAC and major mechanical systems; and tools, testing equipment, and vehicles assigned. Electrician maintains logs of scheduled maintenance, repairs, and inventories of replacement parts.

Reporting Relationships:

- Reports to: Shift Supervisor or designee
- Supervises: No direct reporting relationship. May train other employees as required.

Essential Functions:

- Maintains all required training and certificates as a N.C. Certified Electrician. Willingly attempts to improve performance and/or correct deficiencies.
- Maintains all electrical systems, including R/W and T/W lighting, airfield beacon, and various airport buildings and their back-up emergency systems in accordance with current standards.
- Performs preventive maintenance, repairs and /or replacement of component parts of various electrical and lighting systems and the HVAC systems. Keeps appropriate records and inventory of all electrical parts. Maintains plan drawings on all electrical systems and HVAC equipment.
- Assist with minor airport construction and repair projects in terms of electrical systems, HVAC and emergency power systems in accordance with established timeframes and protocol.
- Researches competitive pricing from electrical distributors on materials needed for electrical supplies to ensure the airport can operate efficiently and cost effective.
- Checks inventory, purchases equipment, supplies, and parts, and ensures that required paperwork is complete and maintained to current standards.
- Responds to tenant needs as required in a timely, user friendly manner.
- Understands all internal as well as external airport customers, knows who they are, and anticipates and meets their expectations through quality service in accordance with the airport Mission, Values and Vision.
- Carries out all responsibilities as an efficient and effective airport team player.
- Performs all duties as assigned in a compliant and motivated manner.

Other Important Functions:

- Primary Contacts: Management, Shift Supervisors, employees, tenants, ATCT & FAA representatives, passengers and the public.
- Physical Demands: Some exposure to aircraft noise and fuels, and daily exposure to electric current, mechanical moving parts, chemicals, odors, gases, poor ventilation and loud noises. Potential exposure to aircraft and vehicle accidents and other fire and rescue duties. Position requires standing, walking, bending, reaching, pulling, and lifting.

- Working Conditions: Works both inside and outside in extreme hot and cold weather. Work hours routinely up to 40 hours in a standard workweek. Must be willing to work weekends, holidays, and any shift as required. Due to nature of responsibilities, may require longer hours in order to complete assignments or for emergencies.

Qualifications:

- Education/Knowledge: High School diploma. Electrical contractor license. HVAC training. Must possess a valid North Carolina Class "C" driver's license with an acceptable driving record and the ability to maintain insurability by ILM. Must also be qualified to obtain a Class "A" North Carolina driver's license. Must possess considerable working knowledge of modern airport electrical and maintenance principles and practices.
 - Experience: Five (5) to 10 years electrical apprenticeship program and/or tech school, HVAC training, and computer training required.
 - Skills/Aptitude: Must be able to read and understand electrical plans and apply to airport operating systems.
 - Promotion Opportunity: No formal line of promotion. May be eligible for promotion to Maintenance Supervisor if authorized vacancy occurs and qualifications for that position are met.
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I have read, understand, and agree to comply with all requirements of this position. I also acknowledge receiving a copy of this job description.

Date

Applicant/Employee Signature