

WILMINGTON INTERNATIONAL AIRPORT  
Wilmington, North Carolina

JOB DESCRIPTION

Title: **MAINTENANCE TECHNICIAN I** Date: July 2018 Supersedes: January 2018

Authorized by: \_\_\_\_\_, Operations Manager  
Signature

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**Position Summary:** Temporary part time or full-time position responsible for the operation and maintenance of all airport buildings and grounds.

**Reporting Relationships:**

- Reports to: Shift Supervisor or designee
- Supervises: No direct reporting relationship

**Essential Functions:**

- Maintains all required training as a Maintenance Technician employee in accordance with attendance requirements, established timeframes, and protocol. Willingly attempts to improve performance and/or correct deficiencies.
- Performs custodial duties to maintain the appearance and cleanliness, and a safe (injury free) environment in the airport terminals, airlines operation buildings, business park and any other buildings assigned or owned by ILM.  
This includes dust mopping, wet mopping floors; emptying trash; Vacuuming carpets; cleaning elevators, stairwells, break rooms and locker rooms; cleaning offices and closets; dusting headers and vents; Will perform these responsibilities in a satisfactory manner that is within required time frames and established procedures.
- Cleans and maintains inbound baggage area, parking bays, front and back curbs of terminal, and the rental and employee car lots to include sweeping areas, and picking up and emptying trash.
- Cleans restrooms, refills toilet paper, hand towels, and soap dispensers; and repairs toilets in a timely and effective manner.
- Replaces light bulbs as needed throughout terminal and other buildings as required.
- Will maintain airport grounds to include cutting and trimming grass, spreading mulch, and filling holes. Performs these duties in accordance with established timeframes and safety guidelines insuring the grounds are neat and presentable at all times.
- Responds to tenant needs as required in a timely, user friendly manner.
- Maintains and when possible, repairs all equipment used in carrying out these responsibilities in a safe and timely manner, and in accordance with established procedures.
- 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 other related duties as assigned in a competent and motivated manner.

**Other Important Functions:**

- Primary Contacts: Management, Shift Supervisors, employees, tenants, aviation representatives, passengers, and the public.
- Physical Demands: Some exposure to aircraft noise and fuels, daily contact with chemicals, fumes, electric shock, and moving mechanical equipment. Position requires much standing, walking, bending, reaching, pulling, and lifting (up to 100lbs). Exposure to inclement weather.
- Working Conditions: Works both inside and outside in extreme hot and cold weather. Work hours will be 40 hours in a standard work week. Must be willing to work weekends, holidays, and any shift as required.

**Qualifications:**

- Education/Knowledge: High School diploma. Must possess a valid North Carolina Class "C" driver's license with an acceptable driving record and the ability to maintain insurability by ILM.
- Experience: Experience in custodial and facility maintenance preferred.
- Skills/Aptitudes: Must possess the ability to understand and follow oral and written instructions, and effectively communicate both orally and in writing.
- Promotion Opportunities: May be eligible for promotion to Maintenance Technician II if a position becomes available. Promotion will be dependent on proficiency with specific maintenance repair tasks and duties of the position and the completion of Airfield Drivers Training.

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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.

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Date

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Applicant/Employee Signature