



AN EQUAL OPPORTUNITY EMPLOYER
(WOMEN, MINORITIES, AND DISABLED ARE ENCOURAGED TO APPLY)

ANNOUNCES AN **OPEN RECRUITMENT** FOR:

AIRPORT TECHNICIAN I OR II
Application Deadline: OPEN UNTIL FILLED

DEPARTMENT: Public Works
LOCATION: Countywide
SALARY: **Tech I** - Range 50 \$2860 \$3007 \$3155 \$3309 \$3478**
Tech II – Range 54 \$3135 \$3300 \$3456 \$3627 \$3814**
(The above monthly salary is paid over 26 pay periods annually.)

****BENEFITS:** CalPERS Retirement System: Existing (“Classic”) CalPERS members as of January 1, 2013, (2% at 55) – Inyo County pays employee contribution for current CalPERS members; new CalPERS members hired after January 1, 2013 (2% at 62) will be required to pay employee portion of retirement. Medical Plan – Inyo County pays a portion of employee and dependent monthly premium on PERS medical plans; 100% of employee and dependent monthly premium paid for dental and vision; \$20,000 term life insurance policy on employee. Vacation – 10 days per year during the first three years; 15 days per year after three years; 1 additional day for each year of service after ten years to a maximum of 25 days per year. Sick leave – 15 days per year. Flex (personal days) – 5 days per fiscal year. Paid holidays – 11 per year.

DEFINITION: To refuel aircraft; operate UNICOM; maintain facilities; track daily sales and fuel quantities; and to perform related duties as assigned.

ESSENTIAL JOB FUNCTIONS: Refuels conventional and turbine aircraft and stationary fuel facility and/or fuel truck; opens/closes airport and related facilities; fills out sales receipts for customers; cleans and maintains facilities; replenishes supplies, empties waste receptacles and cleans restrooms. **Must be available to regularly work weekend and holiday shifts.**

OTHER EXAMPLES OF DUTIES: Provides airport advisories on the UNICOM radio; maintains runway lights, plumbing, electrical household circuits, etc.; acts for Airport Operations Manager in his absence.

EMPLOYMENT STANDARDS:

Experience:

Airport Technician I - High school graduate or equivalent with prior experience working in a related position.

Airport Technician II - High school graduate or equivalent with at least one year of prior experience working as Airport Technician I or equivalent position.

Knowledge of: Aircraft ground handling; fuel dispensing; building and grounds maintenance; general accounting procedures; emergency and safety procedures; radio communication equipment.

Ability to: Refuel aircraft; maintain airport facilities; answer UNICOM radio; keep books accurately; do semi-skilled and manual labor and climb 75-foot tower; communicate and work effectively with clients and public; work cooperatively with those contacted in the course of work.

Physical requirements: Employee is regularly required to use hands to finger, handle, feel, or operate objects, tools, or controls, and reach with hands and arms; stand, walk, and talk or hear; sit, climb and descend stairs and balance; stoop, kneel, crouch, or crawl and smell; must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds; specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Environmental conditions: The employee works in outside weather conditions, which may include extreme cold, windy, and extreme temperatures; works near moving mechanical parts; occasional exposure to wet and/or humid conditions, fumes, or airborne particles, toxic chemicals, risk of chemical shock, and vibration.

Special requirements: Must possess or obtain by appointment date a valid operator's license issued by the State Department of Motor Vehicles. **Must be available to regularly work weekends and holiday shifts.** Must successfully complete a pre-employment background check and drug screen.

Core Competencies: The core competencies listed below and the ability to immediately demonstrate these competencies consistent with the position's level in the department and the specific work assignment:

Intensity: Goes after the goal with passion; is results oriented, and gets the job done. *Key Concepts:* Risk-taker; results-oriented; and initiative driver.

Ethical Behavior: Does what is right regardless of temptations and pressures to do otherwise; upholds the public's trust; and conducts self-according to a set of principles. *Key Concepts:* Respect; trust; responsible; fair; and caring.

Influence: Affects successful outcomes for the organization through the use of masterful leadership, collaboration, and a keen understanding of the organization, its goals, and the interests of all parties. *Key Concepts:* Engaged; collaborative; strategic orientation; situational awareness; organizationally savvy; inspirational; energizing-empowering; team orientation; and change agent.

Commitment: Successfully builds relationships with and promotes involvement of diverse groups; considers the needs of diverse clients when developing policies and procedures related to service; works closely with diverse groups to identify and deliver services that meet their needs and the strategic objectives of the program; establishes customer service as the single purpose to which all resources are dedicated; focuses on delivering the best services possible to the public; focuses on customer needs; and is committed to public service. *Key Concepts:* Public servant; and customer service.

Interpersonal Skills: Possesses and uses versatile communication styles and approaches; understands the underlying psychology of why people act as they do and changes approach to affect positive outcomes; builds rapport throughout the organization; and develops human potential. *Key Concepts:* Staff development; communication; listening; delegation; recognition; and buy-in.

Resiliency: Is adaptable; takes direct action; leads by example; exhibits tenacity. This leader is ready, flexible, self-reliant, and has a reputation for finding opportunities in difficult situations. *Key Concepts:* Action-orientation; adaptability; flexibility; agility; tenacity; survivability; courage; confidence; and intuition.

Craftsmanship: Rejects the "good enough for government work" attitude; takes ownership of work done and results accomplished; takes pride in delivering quality services to customers; seeks out opportunities to develop new and creative solutions and programs; imagines possibilities; defines a vision, and works to bring vision into reality. *Key Concepts:* Innovative; imaginative; inventive; pride-in-work; accountability; self-development; and self-starter.

SELECTION: Selection procedures will be determined by the number and qualifications of applicants and may include a qualification screening, written examination, and oral examination.

APPLICATION: **This recruitment will remain open until position has been filled.** Applications **must be received** in the Personnel Office, P.O. Box 249, Independence, CA 93526. Must apply on Inyo County application form. A cover letter and/or resume will be accepted in addition to the application form but will not serve as a substitute for a completed application. **It is not acceptable to complete the application with statements like "See/Refer to Resume" or "See Attached".** Incomplete applications will not be processed. Applications may be faxed to meet the deadline—original application with original signature must be mailed.

The County of Inyo has work sites located throughout the Owens Valley (Independence, Bishop, Lone Pine, Big Pine, and Olancho) and the Death Valley area (Death Valley, Tecopa, and Shoshone). **All Inyo County positions are considered Countywide.** Positions are assigned to a work site based upon the needs of the County. Positions may be temporarily or permanently reassigned to another work site as deemed necessary by the Department Head and/or County Administration.

REASONABLE ACCOMMODATION FOR INDIVIDUALS WITH QUALIFYING DISABILITIES: Inyo County will make reasonable efforts in the examination process on a case-by-case basis to accommodate persons with disabilities. If you have special needs, please contact (760) 878-0377 prior to the examination process.

CITIZENSHIP/IMMIGRATION STATUS: Inyo County employs only U.S. citizens and lawfully authorized non-citizens in accordance with the Immigration Reform and Control Act of 1986.