INYO COUNTY
PERSONNEL SERVICES
P. O. BOX 249
INDEPENDENCE, CA 93526

(760) 878-0377
FAX (760) 878-0465

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

ANNOUNCES AN **OPEN RECRUITMENT** FOR:

AIRPORT TECHNICIAN I - SEASONAL

Application Deadline: October 4, 2021

DEPARTMENT: Public Works
LOCATION: Countywide
SALARY: **Technician I -** Range 54 $19.57-23.81/Hourly (no County benefits)**
Seasonal Position – October- April

****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.

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. Must have ability to drive a motor vehicle.
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: You may be required to drive a motor vehicle in the course of employment and must possess a valid operator's license issued by the State Department of Motor Vehicles. Your position may be required to serve as a Disaster Service Worker during a County emergency. **Must be available to regularly work weekends and holiday shifts. Must successfully complete a pre-employment background investigation and drug screen.**

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: Applications **must be received** in the Personnel Office, P.O. Box 249, Independence, CA 93526 by **5:00 p.m. on October 4, 2021**. 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.

THIS RECRUITMENT MAY ESTABLISH AN ELIGIBILITY LIST THAT MAY BE USED TO FILL FUTURE VACANCIES IN THIS JOB CLASSIFICATION AND SALARY RANGE.

The County of Inyo has work sites located throughout the Owens Valley (Independence, Bishop, Lone Pine, Big Pine, and Olancha) 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.