

AIRPORT LEAD WORKER

DEFINITION

Under direction, to supervise the terminal maintenance and parking lot operations at the Dane County Regional Airport; and to do related work as required.

EXAMPLES OF DUTIES

Supervise custodial staff in the maintenance and upkeep of the airport Terminal Building. Make up work schedules, and program overtime, vacations, and other time off. Supervise Parking Attendants, parking lot operations, and the maintenance and repair of automatic ticket dispensers, toll gates and parking meters. Order supplies and parts, and maintain inventory. Operate parking lot Toll House, count parking lot and meter revenues when necessary; collect pay toilet and storage locker revenues; and issue stickers and collect fees related to the airport employees' parking lot. Monitor all parking areas, parking meters, and outside grounds maintenance, including grass mowing, snow removal, etc.

EMPLOYMENT STANDARDS

Education and Experience: Any combination equivalent to graduation from high school and two years of experience in airport parking lot or airport terminal building complex operations and maintenance.

Knowledges and Abilities: Knowledge of the materials, equipment, methods and practices used in the maintenance and operation of the parking lots, buildings, and grounds. Ability to make reports and keep records. Ability to supervise the work of others. Ability to maintain effective working relationships with superiors, employees, and the public.

Special Requirements: Possession of a valid driver's license.