

Employee Position Description



Title: Maintenance Tech 2

Reports To: Maintenance Field Supervisor

FT/PT: FT Exempt: N Hourly/Salary: Salary Salary Range: \$60,831.57-\$70,608.07

Assigned: _____ Date Hired: _____ 2026 Salary: \$ _____

Primary Areas of Responsibility:

Maintenance, Repair and Operation of Port Vehicles and Equipment

1. Preventative maintenance and repairs
2. Safe operation of vehicles to include tractors, mowers, loaders, forklifts , plows, lifts and other on and off road vehicles.

Maintenance and Repair of Port Facilities

1. Preventative maintenance, capitol improvements and repairs that include structural, electrical, plumbing and other miscellaneous disciplines.

Maintenance, Repair and Operation of the Airfield

1. Including but not limited to FOD control, maintenance and calibration of all visual equipment and controls including Precision Approach Path Indicators (PAPI), Runway End Identifier Lights (REIL'S), rotating beacon, obstruction lights, wind direction indicators and all related devices such as photocells and timers. Must be familiar with NOTAM procedures and be able to make judgments as to runway and taxiway closures and reopening parameters.
2. Plowing of the airport operational surfaces after snow accumulation.
3. Implement the Ephrata Airport Pavement and Markings Maintenance Program.
4. Emergency response support for aircraft incidents and accidents.
5. Vegetation control of the infield, safety areas and overruns.

Maintenance and Repair of Port Property, open fields, roads, weed control program

1. Airport operations area to include FOD control, visual aid calibration and maintenance, mowing, snow removal.
2. Noxious weed control program: Chemical selection and application. Equipment maintenance, calibration and operation.
3. Rail Spur maintenance and periodic inspections.
4. Non-Airport Operations Area related property to include pavement maintenance, infrastructure, snow removal and mowing.

Refueler Tech Specialist

1. Responsible to serve as the Port's "Fuel Farm Complex and Refueling Specialist". Is responsible for the on-going oversight, testing and maintenance of the fuel farm complex including the Jet-A and 100LL fuel tanks.
2. Responsible to serve as the Port's refueler via the operation of the fuel truck to dispense Jet-A fuel.
3. Responsible to ensure aircraft re-positioning is accomplished on an "as needed, when needed" basis.



Title: Maintenance Tech 2

Primary Areas of Responsibility:

Asset accountability

1. Exercise control of all assigned tools, fuel, equipment and vehicles.
2. Report missing equipment in accordance with established procedures.
3. Document fuel inventory with each dispensing to Port equipment or receipt from distributor.

Certifications and Training

1. 1st Aid/CPR Training.
2. Washington State Class A CDL endorsement
3. Washington State Department of Agriculture Pesticide, Public Operators license
4. Fuel Safety Training

Additional Duties as Assigned

1. Responsible for additional duties not specifically outlined in this position description as assigned by the manager.

PORT OF EPHRATA
FUEL DISPENSER – MAINTENANCE SUPPORT TECH 2
JOB DESCRIPTION

THE FUEL DISPENSER – MAINTENANCE SUPPORT TECH 2 RESPONSIBILITIES
SHALL INCLUDE:

- A. Has experience operating a fuel truck (5000-gallon tank) and the dispensing of Jet-A fuel into turbine aircraft, safely. Must pass an AvFuel online fuel dispenser course within a week prior to employment.
- B. Has the skillset to reposition aircraft of various sizes and types in/out and around hangar facilities. Must demonstrate patience and work as a team during the task.
- C. Possessing a working knowledge re: maintenance needs at the Port including but not limited to basic carpentry, roofing, painting, electrical wiring and troubleshooting, equipment maintenance, metal fabrication, airfield lighting, signage and visual aid repair and calibration.
- D. Inspecting the Port premises during daily duties and identifying potential or actual hazards or problems with buildings, pavement, rail lines, underground infrastructure or airfield lights/visual aids, runways, taxiways or ramps and reporting to facilities manager immediately to develop a mitigation and repair strategy.
- E. Being proficient in the operation of all mechanized equipment owned by the Port including forklifts, backhoe, loader, road grader, dozer, dump truck, semi-trucks, snowplows, mowers, sprayers, sweepers and various types of man lifts.
- F. Maintaining a current Class A CDL endorsement on driver's license.
- G. Maintaining a current WSDA pesticide license. Responsible for applying pesticides to control noxious weeds on port property.
- H. Possessing the administrative ability to perform the basic responsibilities of the Facilities and Operations department manager in their absence, including but not limited to interacting with tenants concerning problems and reporting to the Port Executive Director when necessary, performing repairs unsupervised if necessary. Must possess the knowledge of procedure to issue NOTAMS (Notices to Airmen) as airfield conditions warrant.
- I. Maintaining possession of a Port issued cell phone and be available to respond at any time to airfield or tenant emergencies. Must remain available on call during winter to snowplow at any time. Must be available on call for weekend and holiday duties.
- J. Perform light janitorial duties at the Terminal to include conference rooms, restrooms, hallways, stairways and offices.