



## **JOB DESCRIPTION**

**Position:** Airport Maintenance Internship

**Department:** Operations and Maintenance

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### **OBJECTIVE:**

This is a reoccurring seasonal position between the first of May until the first of September. This position assists all full-time Airport Maintenance Technicians and Airport Operations staff during the warmer months of this region. This is a shift work position that accepts assignments from higher-level peers and supervisors to maintain the physical infrastructure of the airport to Part 91, Part 139 (where able), and State requirements. This position is ideal but is not limited to individuals seeking a career in the field of aviation particularly aviation administration. This is shift work and employees are required to work mandatory overtime in addition to weekends and holidays.

### **RELATIONSHIPS:**

Reports directly to the Airport Operations & Maintenance Supervisor and Director of Operations & Maintenance.

Has no supervisory responsibilities.

### **RESPONSIBILITIES:**

Participates in daily inspection of the airfield, runways, taxiways, aircraft aprons, facilities, grounds, and service roads.

Issues applicable Notices to Air Missions (NOTAMs) under the supervision of Airport Operations.

Assists in the repair of the airport lighting fixtures and in-house airfield marking painting initiatives.

Responds to airport related incidents during normal working hours.

Participates and contributes in FAA hosted Runway Safety Action Team meetings.

General landscaping duties on both the airside and landside portions of the airport.

Painting of various building, airfield fixtures, etc.

## **REQUIREMENTS:**

### **1. Education**

- a. High School Diploma or GED

### **2. Experience**

- a. Some residential landscaping experience

### **3. Requirements**

- a. This position is first shift 7:00am – 3:30pm Monday through Friday with slight alternations and shifts due to heat or weather. This position does require some attendance for special events.
- b. Possession of a valid motor vehicle operator's license as issued by the Illinois Secretary of State
- c. Must be able to speak, write, read fluently in the language of English.
- d. Must pass a drug test and physical after an employment offer letter is received.
- e. Ability to work different shifts or overtime as directed.
- f. Ability to lift up to 50lbs, bend frequently, squat, climb stairs and ladders, reach above shoulder level, and kneel.
- g. Ability to work in a variety of temperatures.
- h. React quickly, physically and mentally, in response to unexpected events and/or emergencies.
- i. Establish and maintain effective working relationships with airport employees, representatives of other agencies and the general public.

Submit resume and cover letter to [careers@chiexec.com](mailto:careers@chiexec.com)