



City of Pueblo • Human Resources • PO Box 1427 • Pueblo CO 81002  
 Phone: 719.553.2633 • Fax: 719.553.2696

**KNOWLEDGE, SKILLS AND ABILITIES CHECKLIST**

**CLASS TITLE: AIRPORT OPERATIONS/MAINTENANCE WORKER**

**Form Instructions:**

1. List the Knowledge, Skills and Abilities (KSAs) from the most recent version of the Job Description.
2. The KSAs are important to successful job performance. These must be evaluated in terms of overall degree of importance and percent of time such KSAs are used in accomplishing essential job functions.
3. Use the following criteria to represent the Degree of Importance:
  - a. MINOR - The skill area is used 5% or less of the time.
  - b. MODERATE – The skill area is used between 6-14% of the time.
  - c. MAJOR – The skill area is used 15% or more of the time.
  - d. ALWAYS – The skill area is used to successfully perform all or nearly all aspects of the position.
4. KSAs containing asterisks (\*\*\*) may be subject to testing through the Civil Service Commission.

<b>Knowledge, Skills and Abilities (KSA) Essential to perform this job</b>	<b>Degree of Importance</b>
Ability to learn applicable Federal Aviation Regulations and report non-compliant conditions.	MAJOR
Ability to learn airport operations, procedures, and federal aviation laws as they pertain to the Pueblo Memorial Airport, including, its surrounding area including runway, gate locations, instrument landing system, critical isolation areas, airfield vehicular traffic controls, controlled access points, aircraft traffic patterns and taxi routes, drainage systems, water supplies, airfield lighting color code/marketing systems, airfield pavement marking and signing systems, aircraft navigational aids, and fuel storage and distribution locations.	MAJOR
Skill and ability perform airport security duties and the general maintenance of buildings, paved surfaces, as well as unpaved surfaces, and light machinery.	MAJOR
Ability to learn the Snow and Ice Control Plan and removal techniques and methods, airfield clearing priorities, and the related requirements.	MAJOR
Ability to respond to emergency situations which may include heavy labor in all weather conditions.	ALWAYS
Skill and ability to operate light to heavy duty trucks and equipment.	MAJOR
Ability to understand and perform basic mathematical calculations including addition, subtraction and division. ***	MODERATE
Ability to communicate effectively in writing and verbally. ***	MAJOR
Skill and ability to learn to operate and transmit data via two-way communications units (radio) in an airport environment.	MAJOR

Working knowledge of hand tools, power tools, plumbing, electrical and carpentry. ***	MODERATE
Ability to recognize, prioritize and take immediate and appropriate corrective action.	ALWAYS
Must be able to perform all the job duties in a safe manner.	ALWAYS
Must have keen observational skills and be detail oriented.	ALWAYS
Ability to work independently and make critical operational decisions, in absence of supervision or as a member of a team in the presence of emergency situations.	MAJOR
Ability to adapt to fast-changing hazardous airport conditions.	MAJOR
Ability to operate a computer and familiarity with Microsoft products. ***	MODERATE
Ability to learn the Pueblo Memorial Airport Emergency Plan (AEP), and the duties, responsibilities and command structure of an Incident Commander, the Emergency Alert Level system and the ARFF Index System.	MAJOR
Ability to work successfully with and provide good customer service to supervisors, other City employees, the public and other agencies and organizations.	ALWAYS

In my judgment, the knowledge, skills, and abilities shown on this checklist reasonably match the knowledge, skills, and abilities of this position.

Director Name: Greg Pedroza Title: Interim Aviation Director

Signature:  Date: 10-02-19

HR Representative: Shelby Angus Title: HR Analyst

Signature:  Date: 10/2/19