

## TESTABLE POSITION REQUIREMENTS

**About This Form:**

- City of Pueblo job descriptions contain a list of Knowledge, Skills and Abilities that are required for successful job performance.
- The list below shows requirements from the job description identified as testable through the Civil Service Commission.
- The hiring manager evaluated the listed requirements in terms of percentages (%) to indicate degree of importance in accomplishing essential job functions.
  - Minor: 10% or less
  - Moderate: 11% - 20%
  - Major: 21% or more

**Class Title: Senior Airport Operations/Maintenance Specialist**

<b>Testable Requirements</b> (From the Job Description)		<b>(%)</b>
1	Thorough knowledge of: <ul style="list-style-type: none"> <li>• Snow and Ice Control Plan, snow removal techniques and methods, airfield clearing priorities, and related requirements</li> <li>• applicable Federal Aviation Regulations, Transportation Security Regulations, and Pueblo Municipal Code</li> <li>• Pueblo Memorial Airport's condition reporting program</li> <li>• the Pueblo Memorial Airport Emergency Plan (AEP), and the duties, responsibilities, and command structure of an Incident Commander</li> <li>• the Wildlife Hazard Management Plan including specific duties and responsibilities</li> </ul>	28
2	Working knowledge of: <ul style="list-style-type: none"> <li>• the Spill Prevention, Control and Countermeasure Plan, the Colorado Discharge Permit, and storm water sampling processes related to storm water discharge at the Pueblo Memorial Airport</li> <li>• proper two-way radio procedures in an airport environment and ability to transmit data via two-way communications units (radio)</li> </ul>	7
3	Knowledge of: <ul style="list-style-type: none"> <li>• trade work, including carpentry, plumbing, electronics, electricity, heating, and ventilation</li> <li>• materials, tools, and supplies that are used in general maintenance work</li> <li>• blueprints and ability to work from drawings and sketches</li> </ul>	17
4	Knowledge of and ability to operate heavy equipment	3
5	Knowledge of and ability to understand and perform basic mathematical calculations including addition, subtraction, division, and estimation	10
6	Knowledge of personal computer operation and software equivalent to Microsoft products	5
7	Keen observational skills, detail oriented, and able to detect, identify, troubleshoot, prioritize, take immediate corrective action, and report current and potential airport hazardous or non-compliant conditions	10
8	Knowledge of: <ul style="list-style-type: none"> <li>• proper English usage and written communications to read, understand and</li> </ul>	20

	interpret rules and regulations, prepare written reports, and communicate clearly and concisely • best practices related to customer service and public/interpersonal relations	
<b>Total</b>		<b>100%</b>

In my judgment, the requirements shown on this form reasonably reflect items that may be subject to testing through the Civil Service Commission for the listed class title.

Director Name: Greg Pedroza Title: Director of Aviation

Signature:  Date: 04/18/2022