

TOWN OF BUENA VISTA, COLORADO

Airport Line Technician Job Description

Job Title: Airport Line Technician
Department/Division: Airport
FLSA Status: Non-exempt hourly part-time
Pay Grade: 2
Wage Range: \$11.20-15.68/hour

GENERAL STATEMENT OF DUTIES

This position performs a variety of duties related to providing services to general aviation aircraft, crews and passengers in addition to general airport maintenance, aircraft fueling, record keeping and collection of fees.

ESSENTIAL DUTIES

The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The Town of Buena Vista retains the right to modify or change the essential and additional functions of the job at any time. To perform this job successfully, an individual must be able to perform each essential job function satisfactorily.

- Greet, park, tow, move and marshal aircraft arriving or departing ramp area.
- Fuel/de-ice aircraft as requested.
- Provide shuttle service for passengers/crew as requested.
- Assist with customer service duties as requested.
- Provide oil and oxygen service for aircraft as requested.
- Assist passengers and/or crew with baggage/cargo as needed.
- Assist with general cleaning and clearing of debris from ramp, building and customer areas.
- Maintain airport equipment as facilities as requested.
- Perform other duties as assigned.
- Collect fees in accordance with Town procedures and regulations.
- Maintain records in accordance with Airport procedures.

ADDITIONAL DUTIES

As directed by Airport Manager.

REPORTING RELATIONSHIPS

Supervision Received:

Direct supervision is received from the Airport Manager.

Supervision Exercised:

No formal supervisory responsibility.

KNOWLEDGE, SKILLS, AND ABILITIES

Education and Experience:

High School Diploma or GED with minimum six (6) months related experience and/or training.

Special Qualifications:

Certification as Flight line service technician

Possess a valid Colorado state driver's license

Read, write and fluently speak and understand the English language

Knowledge of:

- Aviation fuels and quality control.
- Receipt and delivery of fuels.
- Storage of fuel.
- Aircraft fueling.
- Ground handling procedures

Ability to:

- Establish and maintain effective working relationships with customers, tenants, and other employees
- To operate a personal computer for maintaining records, email communication, and reporting
- Work safely and promote safe working conditions
- Understand and follow/carry out verbal and written directions
- Maintain daily activity records and maintenance logs as required

EQUIPMENT USED

- Fuel truck
- Snow plow
- Snow blower
- Ground power unit
- Front loader
- Bush hog
- Mechanical broom
- Oxygen and nitrogen recharge system
- Other as assigned

WORK ENVIRONMENT

Work is primarily conducted outdoors in a wide range of conditions.

PHYSICAL AND OTHER REQUIREMENTS

- Not afraid of heights
- Visual acuity to read computer screens
- Climb 20 ft ladder
- Bend and stoop repeatedly
- Drag heavy fuel lines
- Lift 50 lbs.
- Work in inclement weather condition

I have reviewed this job description and believe that I am capable of performing this job satisfactorily with no restrictions with the following accommodations: None_____ Other _____.

Employee: _____

Date: _____

This job description has been reviewed and approved as representative of the job requirements and expectations.

Supervisor: _____

Date: _____