

DESCRIPTION

Responsible for the performance of line service for incoming/outgoing aircraft, including parking, and refueling.

Safe and efficient use of fuel trucks to fuel aircraft.

Responsible for accurate accounting of fuel transactions. Record fuel meter readings before and after pumping fuel and maintain inventory of gallons pumped and oil sold on daily recording form.

Perform daily Quality Control checks on equipment.

Maintain equipment in clean and functional condition.

Ensure the correct loading and balancing of fuel.

Responsible for defueling aircraft as directed.

Withdraws and returns aircraft to hangars as required.

Secures aircraft for overnight tie down when necessary.

Meet the Airport's attendance standards.

Does related work as required.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

QUALIFICATIONS

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience. Possess/maintain a valid driver's license and other FAA Airport required identification/seals or authorizations. Ability to perform basic math calculations.

An Equal Opportunity Employer M/F/Disability/Vet

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Employees must be able to clearly speak and read the English language. A pleasant demeanor is required due to the daily interaction with the public and airport customers.

Proper telephone etiquette at all times.

Basic willingness and ability to perform routine manual tasks; ability to follow simple oral and written directions; willingness to work under all weather conditions; willingness to respond to emergencies; dependability; manual dexterity; mental alertness.

Employees may be required to work various shifts and weekends; may be on 24 hour call.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to reach with hands and arms. The employee is required to stand; walk; and use hands to feel or operate objects, tools, or controls.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee is frequently exposed to wet and/or humid conditions.

The noise level in the work environment is usually moderate.

PRIMARY LOCATION

: TENNESSEE-Sumner County Regional Airport

SCHEDULE

: Part-time