

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Aircraft Line Services Technician</u>
Sch & Grade	<u>CTL-7</u>
Class Code	<u>HB44</u>
FLSA Status	<u>Non-Exempt</u>
Bargain Unit Elig.	<u>SEIU</u>
Occupational Group	<u>Aircraft Services</u>

PRIMARY PURPOSE:

Services aircraft with proper fuels and oils; operates deicing equipment

SUPERVISION:

Under general supervision of the Airport Operations Supervisor and the direct supervision of the Lead Aircraft Line Service Technician.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Receives aircraft service orders from pilots and airline personnel and provides requested services such as aircraft de-icing, measuring fuel and oil levels, cleaning aircraft windshields, and providing fuel, oil and lavatory service.
2. Marshals aircraft to proper parking position utilizing conventional signaling procedures and securing parked aircraft with tie-down ropes.
3. Moves aircraft on parking apron and assists pilots in moving aircraft into or out of hangars.
4. Receives and responds to aircraft service orders from pilots.
5. Operates mobile heater and applies warm-up heat to aircraft engines as required.
6. Connects/disconnects ground power units to various types of aircraft.
7. Operates aviation fueller trucks and handles the transfer of fuel from bulk storage tanks to proper grade compartments of fueller trucks.
8. Receives transport truck shipments of aviation fuels, performs quality control checks and tests, and inventories aviation fuel supplies daily.
9. Conducts quality control and safety inspections on fuel and fuel handling equipment.
10. Operates various communications equipment, such as two-way radios, to receive or transmit information.
11. Utilizes appropriate hand and power tools, craft and trade machines
12. Makes periodic security checks of aircraft parking areas and hangars.
13. Drives pickup trucks and vans as assigned; provides shuttle service to corporate and general aviation pilots as well as passengers on airport property.
14. Assists pilots and passengers with customer service functions such as baggage handling, rental cars, courtesy transportation, catering, ice, coffee or other needs as required.
15. Provides and maintains security according to established TSA guidelines on the General Aviation Ramp and adjoining areas.

IMPORTANT FUNCTIONS:

1. Performs routine preventive maintenance and minor repairs on assigned equipment and facilities.
2. Maintains equipment and tools through proper care and maintenance.
3. Performs clerical functions related to fuel or oil sales.
4. Assists General Aviation personnel with customer service.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Knowledge of aviation and related terminology, including fundamental aircraft types, makes and models. Distinguish differences between piston engine, turbo prop, and jet-powered aircraft. A basic understanding of safe practices and hazards relating to aircraft operations and the handling of aviation fuels.

Abilities

Operate a variety of aircraft service vehicles and equipment such as refueler trucks, deicing equipment, aircraft moving tractors in a manner consistent with safety principles; perform routine preventive maintenance and minor repairs on assigned equipment and facilities; ascend and work at heights up to 60 feet; be alert for any foreign debris which may cause unsafe conditions & for security purposes; follow oral and written instructions; communicate effectively verbally; effectively welcome and embrace differences among employees and citizens; perform effectively as a member of a team in carrying out the City's stated mission and philosophy; present an overall professional image; deal effectively and courteously with associates and the general public; perform the essential functions of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

Requires one year of experience working with or around aircraft.

Physical Requirements

Performs bending, squatting, kneeling, walking, climbing and reaching to both ground level and overhead; lifts, carries, pushes and pulls up to 120 pounds; holds and grips objects; responds to audio transmitted information and/or alarms and distinguishes colors as required for such things as fuel coding and control tower light gun; and may stand for long periods of time.

Working Environment

Works both indoors and outdoors with exposure to extreme weather conditions, dust and pollen; subject to constant and extreme noise, strong odors, fumes, poor lighting and a variety of mechanical, electrical, chemical, toxic waste, and other safety hazards associated with or working around aircraft vehicles, equipment, and fuel. Possible exposure to disease due the emptying of aircraft lavatories.

Licensing/Certification

Must possess a valid Missouri Motor Vehicle Operator's License; must obtain and maintain a Class "B" Commercial Driver's License with tank/hazmat endorsements within the probationary period. Incumbents must obtain all certifications within their probationary period; certifications must be maintained throughout appointment.

Miscellaneous Requirements

Must pass pre-employment drug testing as well as periodic random testing as required by applicable laws; must pass a 10-year criminal history background check as required by the Transportation Security Administration. Need ability to work various assigned shifts, including evening, holiday and weekend shifts. Subject to emergency call-in.

Last Revision:	January 31, 2012	GENERAL ORDINANCE NO. 5761
Comments:	Updated Abilities	Date: June 16, 2008

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.	
Signed: _____	Date: _____