

**JOB DESCRIPTION  
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT  
EMPLOYMENT AND  
COMPENSATION DIVISION**

Job Title	<u>Aircraft Services Coordinator</u>
Sch.& Grade	<u>CTL-14</u>
Class Code	<u>HN02</u>
FLSA Status	<u>Exempt</u>
Bargain Unit Elig	<u>Not Eligible</u>
Occupational Series	<u>Aircraft Services</u>

**PRIMARY PURPOSE:**

Supervises, directs, trains and coordinates aircraft services personnel and related activities at the Springfield-Branson National Airport.

**SUPERVISION:**

Under general supervision of the Airport Operations Supervisor. Supervises personnel within assigned division.

**DESCRIPTION OF WORK:**

**ESSENTIAL FUNCTIONS:**

1. Oversees the Aircraft Services Division which involves planning, organizing and coordinating fuel and oil servicing, aircraft parking, security operations and Aircraft Rescue and Fire Fighting (ARFF) activities.
2. Supervises and directs aircraft services employees including preparing shift schedules, completing performance evaluations, recommending and implementing necessary discipline action, scheduling and approving leave, and participating in and making recommendations regarding hiring decisions.
3. Provides training and instruction to employees regarding aircraft services procedures and equipment operation including ARFF, aircraft fueling and deicing and ensures that such operations comply with FAA standards.
4. Prepares division budget, monitors expenditures and writes specifications for the purchase of equipment, supplies, and other commodities.
5. Plans, determines, prioritizes and schedules routine and unscheduled maintenance and repairs for ARFF vehicles and equipment and develops a preventative maintenance program.
6. Prepares and maintains required records and reports.
7. Operates aircraft services vehicles and equipment during training and emergency situations.

**IMPORTANT FUNCTIONS:**

1. Attends conferences, workshops, seminars, and other training for professional development purposes.
2. Utilizes computer software applications.

*Performs related work as required.*

**QUALIFICATIONS REQUIRED:**

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

**Knowledge**

Principles, procedures, methods, and equipment involved in aircraft services and ARFF operations including applicable FAA standards and related terminology.

**Abilities**

Effectively supervise employees in the operations involved in aircraft services; conduct formal and informal training in all aspects of ARFF and fuel handling; operate and instruct employees in the operation of vehicles and equipment in a manner consistent with safety principles; accurately conduct airfield inspections for unsafe conditions and security purposes; interpret and apply rules, regulations, procedures and emergency plans and manuals to a variety of incidents; follow oral and written instructions; present an overall professional image; prepare clear and comprehensive reports; model and promote acceptance and respect for differences among employees and citizens; performs effectively as a member of the team in carrying out the City’s stated mission and philosophy; perform the essential functions of the job without posing a direct threat to the health and safety of others.

**Experience, Education, and Training**

Requires four years of responsible experience in both aircraft servicing operations as well as Aircraft Rescue Fire Fighting (ARFF).

**Physical Requirements**

Performs bending, squatting, kneeling, walking, climbing, and reaching to both ground level and overhead; lifts, carries, pushes, and pulls up to 75 pounds; holds and grips objects; must be able to respond to audio transmitted information and/or alarms and distinguish colors as required for such things as fuel coding; may be subject to standing for long periods of time and running during emergency response action.

**Working Environment**

Works both indoors and outdoors with exposure to extreme weather conditions as well as dust and pollen; subject to a variety of mechanical, electrical, chemical, toxic waste, and other safety hazards associated with or working around aircraft vehicles, equipment, fuel, etc.; subject to constant and extreme noise, strong odors, fumes, and poor lighting due to working at night; possible exposure to disease due to emergency response work.

**Licensing/Certification**

Must possess a valid class “B” Commercial Driver’s License (CDL) with tank/hazmat endorsement within probationary period. Must possess the following certifications upon hire: ARFF instruction certification, Fire Service Instructor I certification, 40-hour First Responder Instructor certification and CPR with AED Instructor certification. One of the following certifications is required upon hire: Missouri State EMT-B certification, or IFSAC Firefighter I. Incumbents must obtain all certifications within 12 months from their date of hire, 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; subject to emergency call-in; 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 and weekend shifts.

<b>Last Revision:</b>	January 31, 2012	<b>GENERAL ORDINANCE NO.</b> 4539
<b>Comments:</b>	Updated Abilities	<b>Date:</b> August 7, 1995

**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:** \_\_\_\_\_