

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Aircraft Services Specialist</u>
Sch & Grade	<u>CTL-10</u>
Class Code	<u>HB40</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; operates aircraft rescue and firefighter vehicles and equipment; operates deicing equipment; and performs aircraft rescue, firefighting and EMS services.

SUPERVISION:

Under supervision of the Assistant Director of Aviation and the Aircraft Services Coordinator.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Receives aircraft service orders from pilots and airline personnel and provides requested services such as aircraft deicing and fueling
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. Connects/disconnects ground power units to various types of aircraft.
5. Operates aviation fueller trucks and handles the transfer of fuel from bulk storage tanks to proper grade compartments of fueller trucks.
6. Receives transport truck shipments of aviation fuels, performs quality control checks and tests, and inventories aviation fuel supplies daily.
7. Conducts quality control and safety inspections on fuel and fuel handling equipment.
8. Operates specialized aircraft rescue and fire fighting vehicles and equipment and trains periodically in their proper use.
9. Responds to medical emergencies as needed.
10. Conducts hazardous rescue operations on aircraft accidents and burning aircraft.
11. Operates various communications equipment, such as two-way radios, to receive or transmit information.
12. Utilizes appropriate hand and power tools, craft and trade machines, and emergency apparatus equipment as required for emergency rescue operation.
13. Conducts airfield inspections and reports unsafe conditions.
14. Makes periodic security checks of aircraft parking areas and hangars.
15. Drives pickup trucks and vans as assigned.

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 sales.

Performs related work as required.

QUALIFICATIONS REQUIRED:

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

Knowledge

Knowledge of one or more of the following areas: 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. A basic knowledge of general firefighting techniques, principles, methods, and equipment associated with firefighting. A basic knowledge of general emergency medical techniques, principles and method that has prepared the candidate to respond to medical emergencies.

Abilities

Operate a variety of aircraft service vehicles and equipment such as refueler trucks, deicing equipment, aircraft rescue and fire fighting equipment and vehicles; perform routine preventive maintenance and minor repairs on assigned equipment and facilities; ascend and work at heights consistent with assigned duties; conduct airfield inspections for unsafe conditions & for security purposes; ability to provide emergency medical aid utilizing special equipment; 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 six months experience in one of the following areas: aircraft rescue firefighting, structural firefighting, emergency medical technician or related capacity. One year of experience working with or around aircraft is desirable.

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; may stand for long periods of time and run during emergency response action.

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 to emergency response work and 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. Missouri State EMT-B certification and IFSAC Firefighter I certification required; must obtain 40 hours Aircraft Rescue Firefighting within 12 months of employment. All certifications must be maintained throughout appointment.

Miscellaneous Requirements

Subject to emergency call-in. Must pass a 10-year criminal history security threat assessment as required by the Transportation Security Administration. Must be able to work various assigned shifts to accommodate twenty-four hour operation. Must complete aircraft rescue and firefighting course, participate in recurrent training and self-study programs in aircraft rescue, firefighting, aircraft refueling safety, EMT-B and CPR/AED.

Last Revision:	January 31, 2012	GENERAL ORDINANCE NO. 5382
Comments:	Updated Abilities	Date: June 21, 2004

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: _____