

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Aircraft Services Trainer</u>
Sch & Grade	<u>CTL-12</u>
Class Code	<u>HB42</u>
FLSA Status	<u>Non-exempt</u>
Bargain Unit Elig.	<u>SEIU</u>
Occupational Group	<u>Aircraft Services</u>

PRIMARY PURPOSE:

To plan, coordinate and conduct technical training and development programs for the Aircraft Services Specialists in aircraft rescue and fire fighting and aircraft refueling safety, quality procedures. Continues to serve as an Aircraft Services Specialist on an as needed basis.

SUPERVISION:

Under the general supervision of the Aircraft Services Coordinator.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Develops and implements training programs for Aircraft Services Specialists, covering specialized areas such as hazardous materials, 40-hour First Responder refresher training, safe work practices, etc., as well as promotional and leadership development, new departmental policies and procedures, etc.
2. Develops teaching outlines and lesson plans; determines content and duration of training programs leading to certification for department members.
3. Researches training materials; prepares and distributes materials including announcements, handouts, tests, evaluations and visual aids.
4. Coordinates and schedules training programs with City and/or other instructors to supplement departmental training activities.
5. Maintains records, monitors expiration dates of employee certifications, and insures timely renewal as required.
6. Prepares and presents reports relating to training activities.
7. Utilizes computer software applications such as word processing, spreadsheet and database.
8. Travels to various training locations, as required.
9. 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 and oil.
10. Marshals aircraft to proper parking position utilizing conventional signaling procedures and securing parked aircraft with tie-down ropes.
11. Moves aircraft on parking apron and assists pilots in moving aircraft into or out of hangars.
12. Operates mobile heater and applies warm-up heat to aircraft engines as required.
13. Connects/disconnects ground power units to various types of aircraft.
14. Operates aviation fueler trucks and handles the transfer of fuel from bulk storage tanks to proper grade compartments of fueler trucks.
15. Receives transport truck shipments of aviation fuels, performs quality control checks and tests, and inventories aviation fuel supplies daily.
16. Conducts quality control and safety inspections on fuel and fuel handling equipment.
17. Operates specialized aircraft rescue and fire fighting vehicles and equipment and trains periodically in their proper use.
18. Responds to medical emergencies as needed.
19. Conducts hazardous rescue operations on aircraft accidents and burning aircraft.
20. Operates various communications equipment, such as two-way radios, to receive or transmit information.
21. Utilizes appropriate hand and power tools, craft and trade machines, and emergency apparatus equipment as required for emergency rescue operation.
22. Conducts airfield inspections and reports unsafe conditions.
23. Makes periodic security checks of aircraft parking areas and hangars.
24. 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 or oil sales.
4. Attends conferences, workshops and seminars for professional development purposes.

Performs related work as required.

QUALIFICATIONS REQUIRED:

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

Knowledge

Knowledge of the principles, procedures and techniques of training needs assessment; program planning and implementation; development and utilization of instructional materials; technical knowledge relating to aircraft rescue and firefighting issues including hazardous materials, refueling safety, First Responder and CPR. Aviation and related terminology, including fundamental aircraft types, makes and models; distinguish differences between piston engine, turbo prop, and jet powered aircraft; 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 minor medical emergencies.

Abilities

Analyze departmental training needs; read and understand a variety of information including applications, laws, regulations, policies, etc.; prepare and effectively present a variety of information; communicate effectively both verbally and in writing; operate a variety of training aids and media equipment; operate a variety of aircraft service vehicles and equipment such as refueler trucks, deicing equipment, aircraft rescue and fire fighting equipment and vehicles, 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 30 feet; conduct airfield inspections for unsafe conditions & for security purposes; follow oral and written instructions; deal effectively and courteously with associates and the general public; 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; perform the essential function of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

Must have at least three years of responsible experience in aircraft services including both aircraft refueling and aircraft rescue firefighting.

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 possess and maintain a Class "B" Commercial Driver's License with tank/hazmat endorsements; must possess and maintain ARFF instruction certification and Fire Service Instructor I certification. One of the two following certifications is required upon hire: Missouri State EMT-B certification, or IFSAC Firefighter I. Incumbents must obtain remaining certifications within 12 months from their date of hire, certifications must be maintained throughout appointment.

Miscellaneous Requirements and Conditions

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 and weekend shifts, coordinate recurrent training and self-study programs.

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: _____