

**JOB DESCRIPTION  
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT  
EMPLOYMENT AND  
COMPENSATION DIVISION**

Job Title Lead Aircraft Line Services Technician  
Sch.& Grade CTL-10  
Class Code HB45  
FLSA Status Non-Exempt  
Bargain Unit Elig Not Eligible  
Occupational Series Aircraft Services

**PRIMARY PURPOSE:**

Supervises, directs, trains and coordinates line service technicians and activities related to the fueling and handling of aircraft at the General Aviation Complex and the Cargo Facility 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. Works closely with the Operations Supervisor to plan, organize and coordinate fuel and oil servicing, aircraft parking, and security operations.
2. Supervises and directs aircraft Line Service Technicians 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 but not limited to aircraft fueling and deicing and ensures that such operations comply with FAA standards.
4. Plans, determines, prioritizes and schedules routine and unscheduled maintenance and repairs for fueling vehicles and equipment.
5. Prepares and maintains required records and reports for internal and external audits and inspections
6. Conducts quality control and safety inspections on fuel and fuel handling equipment.
7. Must be able to perform all of the functions of the Line Service Technician as necessary.

**IMPORTANT FUNCTIONS:**

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

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

Effectively supervise employees in the operations involved in aircraft fueling; conduct formal and informal training in all aspects of fuel handling; operate and instruct employees in the operation of vehicles and equipment in a manner consistent with safety principles; interpret and apply rules, regulations, and procedures to a variety of incidents; perform routine preventive maintenance and minor repairs on assigned equipment and facilities; ascend and work at heights up to 60 feet for the ability to de-ice aircraft; be alert for any foreign debris which may cause unsafe conditions & for security purposes; 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 three years of responsible experience in aircraft servicing operations.

**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 to 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.

<b>Last Revision:</b>	February 13, 2012	<b>GENERAL ORDINANCE NO.</b> 5761
<b>Comments:</b>	Updated Abilities	<b>Date:</b> 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:** \_\_\_\_\_