



AIRPORT OPERATOR

FULL-TIME, NON-EXEMPT

Overview

Under the direction of the Airport Manager, this is a position of high responsibility which requires a high level of customer service skills as well as heavy equipment and fuel handling skills. The incumbent will welcome guests, sell and dispense fuel, plow snow, handle baggage and more.

Duties and Responsibilities

The Airport Operator (AO) performs all functions related to the airport fixed base operations maintenance and service. The work involves constant safety observance and knowledge of related laws, rules and regulations. The AO must carry out daily tasks and use independent judgment and training to take appropriate actions to deal with standard or unique situations. The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from being a job requirement.

- Heavy Equipment operation specifically with air brakes and center articulation
- Fueling of aircraft; both Low Lead 100 and Jet-A; piston and turbine powered
- Mowing large acreages and other landscaping
- Moving baggage
- Keeping public areas clean and always welcoming
- Operating point of sale and other computerized equipment
- Act as ambassador to the area
- Perform daily inspections and report any concerns to the airport manager immediately
- Plow snow on runway, taxiway, aircraft parking apron and auto parking areas
- Mow grass on airport grounds
- Repair runway lights, taxi lights and windsocks
- Repair airport fences, buildings and grounds
- Maintain airport equipment and provide overall care of tools and equipment
- Maintain and monitor appropriate security measures including access restrictions, access logs, and security cameras
- Be knowledgeable of and vigilantly maintain safety protocols

Desired Knowledge and Skills

The Airport Operator must possess:

- Knowledge of fuel tankers and dispensing equipment
- Basic knowledge of computers and mathematical skills
- Knowledge of Notice to Airmen (NOTAM) runway standards for maintaining runways
- Operation of light and heavy machinery and equipment is required of the AO
- Repair and routine maintenance of light and heavy machinery and equipment is required
- Ability to think critically and assess potentially hazardous conditions, and taking the appropriate action
- The AO must be available for evenings, weekends, and holidays and must occasionally work extra shifts and be on call.

Experience and Education

The Airport Operator must currently possess or be able to obtain a Class A fuel storage tank operator certification within 60 days of employment.

Physical Requirements

The Airport Operator must:

- Possess overall fitness to perform frequent climbing, walking, sitting, crouching, or standing for long hours
- Visually differentiate the color of fuel
- Be able to lift and pulling fuel hoses (75-80 lbs.) repeatedly throughout the shift
- Be able to safely climb and stand on step ladders while connecting fueling hoses overhead as well as bending and stooping to manipulate hoses and connect aircraft tow bars
- Be able to carry a 70-pound suitcase from the floor to 18 inches and carry a 70-pound suitcase in front of them with both hands up to 25 feet
- Possess physical dexterity sufficient to perform repetitive tasks and motions, including bending at the waist and knees, squatting, kneeling, crawling, twisting, and sustaining those positions for extended amounts of time
- Possess sufficient vision and ability to safely perform the essential functions of the position

Work Environment

Work is performed both in the office and in the field. The AO must be able to withstand exposure to extreme heat and cold working outdoors; temperature swings from indoor to outdoors (-30 degrees F to +100 degrees F); travel in extreme weather conditions and sometimes darkness. The AO may be exposed to hazardous noise levels, chemicals, fumes, and machinery.

Work schedule is 40-hour work periods, with unscheduled breaks and lunch periods. Work schedule may include working weekends as the airport must be staffed 7 days per week.

Actual work schedule will be coordinated with supervisor. Work setting is informal, team-oriented, and will have variable tasks.

As with all employees of the Town of Pinedale, being flexible and willing to help in any area is a must. Additionally, decorum and appropriate conduct and attire will be demonstrated at all times as the AO is a representative of the Town. Participation in Town activities as well as volunteerism is encouraged.

Note: *Job descriptions are not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.*

I acknowledge that I have read this job description and requirements and certify that I can perform these functions.

Signature

Date