AUBURN
Human Resources

Tech III, Ground Support Equipment

Job Description

JOB INFORMATION

Job Code	EB36C
Job Description Title	Tech III, Ground Support Equipment
Pay Grade	TR10
Range Minimum	$37,970
33rd %	$43,030
Range Midpoint	$45,560
67th %	$48,090
Range Maximum	$53,150
Exemption Status	Non-Exempt
Organizational use restricted to the following divisions	114 AVP, Administrative Effectiveness
Approved Date:	9/12/2025 2:57:53 PM

JOB FAMILY AND FUNCTION

Job Family:	Transportation
Job Function:	Aviation Maintenance

JOB SUMMARY

The Airport Ground Support Equipment (GSE) Technician III serves as the senior GSE Technician. The Technician oversees and conducts aircraft services, airport grounds maintenance, and maintenance of ground support equipment for the airport's fixed base operator (FBO). Responsible for maintaining airport equipment, grounds, and facilities. Operates and maintains airport ground support equipment, such as aircraft tugs, ground power unit (GPU), lavatory service cart, de-icing cart, forklift, golf cart, UTV, and airport shuttles and vehicles. Renders grounds maintenance, such as mowing, cutting trees and brush, applying herbicide, and repairing airport lighting fixtures and associated components. As a member of the airport's line crew, the Technician refuels a large spectrum of piston and turbine engine aircraft, operates both aviation gasoline and jet-A fuel trucks, conducts fuel quality control testing, assists in receiving fuel loads, and manages the airport's fuel inventory. Responsible for ensuring daily, monthly, quarterly, and annual fuel quality control checks are completed and logged. Conducts daily inspections of the airport's surface and
reports any deficiencies to management, as per the airport's self-inspection program. The position would require working weekends, special events, and rotating on-call duty.

RESPONSIBILITIES

- Performs routine maintenance tasks, inspections, and repairs on aircraft, ground support equipment, and various airport facilities such as airport grounds, runways, and taxiways to ensure their safe and efficient operation.
- Performs general maintenance on airport equipment, including tugs, power units, carts, forklifts, shuttles, and vehicles, such as oil changes, fluid replenishment, and component inspections, to prevent breakdowns and ensure equipment longevity.
- Conducts airport grounds maintenance, including mowing, tree and brush cutting, and repairing lighting fixtures to ensure a well-maintained and safe environment. Oversees grounds maintenance schedule.
- Refuels a wide range of piston and turbine engine aircraft using aviation gasoline and jet-a fuel trucks. Oversees fuel quality control tests to ensure compliance with safety standards. Maintains accurate records of fuel inventory levels.
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- Assists with marshalling aircraft into parking spots and maintaining the airport apron environment. Assists the Line Service Supervisor and Operations Manager in apron safety management during special events.
- Performs de-icing and lavatory service for aircraft as needed.

RESPONSIBILITIES

- Provides guidance and oversight to GSE Technicians, ensuring all maintenance tasks are performed efficiently and in compliance with airport SOPs and safety protocols. Assists in training and mentoring junior staff in proper equipment operation and maintenance procedures.
- Maintains inventory of tools, parts, and equipment used by airport ground staff, ensuring availability and proper organization for efficient operations. Ensures preventative maintenance (PM) schedules are followed.
- Conducts regular inspections of the airport's surface, facilities, and security measures to identify and report any deficiencies or potential hazards. Conduct compliance tests as required by regulatory agencies.
- Collaborates with colleagues, university departments, and contractors to ensure safe operations and facility maintenance. Coordinate maintenance and construction projects to maintain a secure and well-functioning airport environment. Coordinates with Line-Operations Supervisor and Operations Manager to ensure all airfield and equipment maintenance is executed on schedule and to proper standards.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
High School Diploma or GED	High School Diploma or equivalent.	and	4 years of	Experience in facility and/or ground maintenance, automotive maintenance, and/or heavy equipment operation. Experience operating tractor and rotary cutter is desired. Experience in flight line is desired.	Or
Associate's Degree	Degree in no specific discipline.	and	2 years of	Experience in facility and/or ground maintenance, automotive maintenance, and/or heavy equipment operation. Experience operating tractor and rotary cutter is desired. Experience in flight line is desired.	Or
Bachelor's Degree	Degree in no specific discipline.	and	1 year of	Experience in facility and/or ground maintenance, automotive maintenance, and/or heavy equipment operation. Experience operating tractor and rotary cutter is desired. Experience in flight line is desired.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of aircraft refueling procedures, including operating fuel trucks and associated components, measuring fuel quantities, conducting fuel quality checks, coordinating fuel shipments, communicating with flight school dispatch, and engaging with pilots and passengers.	
Must be able to communicate effectively in person, over the phone, over a radio system, and in written correspondence.	
Must possess the ability to read, comprehend, and closely follow procedures, instructions, and schematics.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Candidates should be mechanically inclined and have the ability to perform basic maintenance on equipment, machinery, and vehicles.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

REQUIRED PRE-EMPLOYMENT/ONGOING SCREENINGS

Pre-Employment Drug Screening; Random Drug Screening

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking				X		
Sitting			X			
Lifting			X			
Climbing					X	
Stooping/ Kneeling/ Crouching				X		
Reaching					X	
Talking					X	
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold				X	
Extreme heat				X	
Humidity				X	
Wet				X	
Noise				X	
Hazards				X	
Temperature Change				X	
Atmospheric Conditions				X	
Vibration				X	

Vision Requirements:

Ability to see information in print and/or electronically.