AUBURN
Human Resources

Tech I, Airport Line Service

Job Description

JOB INFORMATION

Job Code	EG30
Job Description Title	Tech I, Airport Line Service
Pay Grade	TR07
Range Minimum	$32,720
33rd %	$36,530
Range Midpoint	$38,440
67th %	$40,350
Range Maximum	$44,170
Exemption Status	Non-Exempt
Organizational use restricted to the following divisions	114 AVP, Administrative Effectiveness
Approved Date:	9/3/2025 3:36:29 PM

JOB FAMILY AND FUNCTION

Job Family:	Transportation
Job Function:	Aviation Maintenance

JOB SUMMARY

The Airport Line Service Technician I performs aircraft refueling, operation of fuel trucks, and management of fuel inventory and quality. Serves as part of the Flight School Fueling Crew, responsible for refueling Auburn University's School of Aviation aircraft fleet and managing the airport's Avgas inventory. The position would require working weekends, special events, and rotating on-call duty.

RESPONSIBILITIES

- Fuels aircraft using both Aviation Gasoline and Jet-A fuel. Responsible for ensuring aircraft are fueled according to specific orders and timetables.
- Assists in towing aircraft as required, ensuring safe movement on the airport grounds.
- Learns the trade of aircraft refueling, to include how to operate fuel trucks and associated components, measure fuel quantities in storage, check fuel quality, assist in receiving fuel shipments, coordinating fuel orders with flight school dispatch, and interacting with pilots and passengers.
- Operates and becomes familiar with ground support equipment, such as the aircraft tug, ground power unit (GPU), lavatory service cart, de-icing cart, forklift, golf cart, UTV, and airport shuttles.
- Ensures standard operating procedures are followed, utilizing detailed checklists to maintain accuracy and consistency.
- Trains, coaches, and mentors new hires.
- Ensures safety standards, guidelines, and best practices set forth by the National Air Transportation Association (NATA), Federal Aviation Administration (FAA), Alabama Department of Transportation (ALDOT), and Auburn University are followed to the highest levels.

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	0 years of	Experience in facility and/or ground maintenance. Experience in the flight line is desired.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Working 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.	

MINIMUM LICENSES & CERTIFICATIONS

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

REQUIRED PRE-EMPLOYMENT/ONGOING SCREENINGS

Random Drug Screening; Financial History Check

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	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
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.