AUBURN
Human Resources

Tech III, Airport Line Service

Job Description

JOB INFORMATION

Job Code	EG32
Job Description Title	Tech III, Airport Line Service
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 3:09:33 PM

JOB FAMILY AND FUNCTION

Job Family:	Transportation
Job Function:	Aviation Maintenance

JOB SUMMARY

The Airport Line Service Technician III serves as a Line Service Supervisor. The Supervisor oversees and conducts aircraft services and routine airport maintenance for the airport's fixed base operator (FBO). Oversees and conducts refueling on 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. Oversees day-to-day ramp operations and is responsible for apron safety. Responsible for making and maintaining the line crew's schedules. Assigns tasks to line service technicians and ensures their completion. Responsible for ensuring that the airport's safety program is followed. Responsible for training newly hired line service technicians and ensuring that recurrent training is completed by seasoned employees. Coordinates apron management and special event planning, in conjunction with the Line-Operations Supervisor and Operations Manager. The position would require working weekends, special events, and rotating on-call duty.

RESPONSIBILITIES

- Oversees Aviation Gasoline and Jet-A fueling operations. Responsible for managing and performing fuel quality control checks on the airport's fuel inventory. Ensures aircraft are fueled according to specific orders and timetables. Ensures oil inventory in fuel trucks is stocked and fulfills oil orders for customers as requested.
- Operates and instructs others on the use of ground support equipment, such as aircraft tugs, ground power unit (GPU), lavatory service cart, de-icing cart, forklift, golf cart, UTV, and airport shuttles; tows a large spectrum of complex aircraft as needed; and marshals aircraft into parking spots.
- Ensures standard operating procedures are followed, utilizing detailed checklists to maintain accuracy and consistency.
- Assists GSE technicians in routine airport grounds maintenance, such as mowing grass, applying herbicide, and changing airport lighting fixtures and bulbs.
- Manages the airport apron environment, conducts daily inspections to ensure security and cleanliness, and maintains airport perimeter fencing, gates, apron, shop, and storage facilities in a secure, clean, organized, and presentable condition at all times.
- Provides a high level of customer service to pilots and passengers by loading and unloading baggage from aircraft, assisting customers with baggage to the terminal or car, and providing flight crews with ice and coffee as requested.
- De-ices and de-frosts aircraft as needed and cleans aircraft windshields, and services aircraft lavatory as requested.

RESPONSIBILITIES

- Collaborates with a diverse team of highly motivated individuals to ensure best management practices are followed. Coordinates with the Line-Operations Supervisor and Operations Manager to ensure management directives are carried out. Assist with special event planning and operational execution.
- Assists first responders in emergency situations.
- Responsible for training all new hires to National Air Transportation Association (NATA) standards. Ensures all training is documented and may sign employees off for solo operation and recurrent training.
- 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	4 years of	Experience in facility and/or ground maintenance. 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. 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. 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 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

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.