AUBURN
Human Resources

Tech I, Ground Support Equipment

Job Description

JOB INFORMATION

Job Code	EG36A
Job Description Title	Tech I, Ground Support Equipment
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:	9/11/2025 4:27:20 PM

JOB FAMILY AND FUNCTION

Job Family:	Transportation
Job Function:	Aviation Maintenance

JOB SUMMARY

The Airport Ground Support Equipment (GSE) Technician I services aircraft, conducts airport grounds maintenance, and maintains 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. Conducts daily inspections of the airport's surface and reports any deficiencies to management, as per the airport's self-inspection program. Position would be required to work weekends, special events, and rotate 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.
- Refuels a wide range of piston and turbine engine aircraft using aviation gasoline and jet-A fuel trucks. Conducts fuel quality control tests to ensure compliance with safety standards. Maintains accurate records of fuel inventory levels.
- 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.
- Provides customer assistance, including loading and unloading baggage and cleaning aircraft windshields. Performs de-icing and lavatory service for aircraft as needed.
- Supports the training and mentoring of new employees, ensuring they understand and follow established procedures for safety, maintenance, and customer service.
- Maintains inventory of tools, parts, and equipment used by airport ground staff, ensuring availability and proper organization for efficient operations. Conducts regular inspections of the airport's surface, facilities,

RESPONSIBILITIES

	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.

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	No experience required. Experience in facility and/or ground maintenance, automotive maintenance, and/or heavy equipment operation desired. Experience operating tractor and rotary cutters and 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.	
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.