



**JOB INFORMATION**

Job Code	EG30
Job Description Title	Tech I, Airport Line Service
Pay Grade	TR07
Range Minimum	\$30,840
33rd %	\$34,440
Range Midpoint	\$36,240
67th %	\$38,040
Range Maximum	\$41,630
Exemption Status	Non-Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	6/6/2023

**JOB FAMILY AND FUNCTION**

Job Family:	Transportation
Job Function:	Aviation Maintenance

**JOB SUMMARY**

The Technician I, Airport Line Service 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.

**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.
- Performs other related duties as assigned.

**SUPERVISORY RESPONSIBILITIES**

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.
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**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 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	High School Diploma or equivalent	And	0 years of	No experience required. Experience in facility and/or ground maintenance and flight line is desired.

Substitutions Allowed for Experience: Yes

*Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.*

## 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 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.			

## 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.