
Auburn University Job Description

Job Title: **Tech II, Airport Line Service**

Grade TR08 \$30,500 - \$42,700

Job Code: **EG31**

FLSA status: Non-exempt

Job Family: Transportation

Job Function:

Job Summary

The Tech II, Airport Line Service (Fixed Base Operator (FBO) Crew) services aircraft and conducts routine airport maintenance for the airport's fixed base operator (FBO). 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.

Essential Functions

1. Fuels aircraft using both Aviation Gasoline and Jet-A fuel. 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.
2. Operates and becomes familiar with ground support equipment, such as the 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 aircrafts as needed; and marshals aircraft into parking spots.
3. Ensures standard operating procedures are followed, utilizing detailed checklists to maintain accuracy and consistency.
4. Performs routine airport grounds maintenance, such as mowing grass, applying herbicide, and changing airport lighting fixtures and bulbs.
5. 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.
6. 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.
7. De-ices and de-frosts aircraft as needed and cleans aircraft windshields and services aircraft lavatory as requested.
8. Collaborates with a diverse team of highly motivated individuals to ensure best management practices are followed.
9. Assists first responders in emergency situations.
10. Trains, coaches, and mentors new hires.
11. 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.

Supervisory Responsibility

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

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	High School	High School Diploma or equivalent
Experience (yrs.)	1	Experience in facility and/or ground maintenance. Experience in flight line is desired.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions 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 Required Knowledge

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.

Certification or Licensure Requirements

None required.

Pre-Employment Screening Requirements

Physical Requirements/ADA

Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires standing, walking, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, talking, hearing, handling objects with hands, and lifting up to 100 pounds.

Job occasionally requires sitting, and lifting more than 100 pounds.

Vision Requirements: Ability to see information in print and/or electronically

Date: 6/6/2023
