



**JOB INFORMATION**

Job Code	EG32
Job Description Title	Tech III, Airport Line Service
Pay Grade	TR10
Range Minimum	\$35,790
33rd %	\$40,560
Range Midpoint	\$42,950
67th %	\$45,330
Range Maximum	\$50,100
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 III, Airport Line Service 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.

**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, and 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 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.

## RESPONSIBILITIES

- Conducts regular inspections of the airport's surface, facilities, 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.
- 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.
----------------------------	---

## 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	4 years of	Experience in facility and/or ground maintenance. Experience in 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

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.				

## PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other
----------------------------	-------

## PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		

## PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.