

**ROWAN COUNTY
HUMAN RESOURCES**

JOB DESCRIPTION

Job Title : Aviation Services Worker
Department: Airport Operations
Revised : March 2010

Class : Service Maintenance
FLSA : Non-exempt

This job description supersedes any prior description for the Aviation Services Worker classification.

GENERAL DESCRIPTION

Semi-skilled work related to the routine needs of clients and maintaining Airport facilities and grounds; performs other tasks as required. Work is performed under the supervision of the Aviation Services Supervisor.

ESSENTIAL JOB FUNCTIONS (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Monitors fuel deliveries; inspects and accepts or declines fuel; directs aircraft to parking location by means of arm signals.

Greets pilots, assists with tie down, and checks airplane.

Takes service orders, refuels aircraft and checks and adds oil as requested, observing safety regulations in servicing work.

Drives a fuel truck on Airport property.

Writes up sales tickets and prepares credit card forms.

Services multi-engine aircraft by placing unloading ramp, attaching static line, draining sumps, disposing of trash from plane, emptying and cleaning lavatory tank and placing water and ice aboard, if requested.

Cleans and performs routine maintenance on service trucks and other Airport equipment.

Performs some bench carpentry work in a shop equipped with power tools.

Maintains grounds and landscaped areas in good condition; repairs doors, door checks, locks, window frames, tables, chairs and other wooden equipment; replaces broken glass; operates equipment such as backhoe, mower and sweeper; performs custodial services; replaces lamps and makes minor repairs to Airport lighting.

Operates radio equipment.

Maintains records of aircraft fuel and oil sales necessary to process the collection of monies due.

Performs security checks and reports unusual activity.

OTHER JOB FUNCTIONS

Performs related duties as required.

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Management reserves the right to add or amend duties at any time.

KNOWLEDGE, SKILLS, AND ABILITIES

General knowledge of servicing requirements of private, commercial, airline and military aircraft including the necessary safety precautions.

Knowledge of methods and procedures for quality control of aviation fuels.

General knowledge of the methods, practices, tools and materials used in building maintenance and repair work, occupational hazards and necessary safety precautions applicable to buildings and grounds maintenance work.

Skill in the use and care of tools and equipment necessary to perform various buildings and grounds maintenance and repair tasks.

Ability to perform at a skilled level in at least one of the building and grounds trades.

Ability to read, interpret and work from sketches, layouts, schematics and charts.

Ability to work independently.

Ability to communicate effectively, orally and in writing.

Ability to acquire a Commercial Driver's License (CDL).

Ability to work with other employees and the public in a courteous and cooperative manner.

PHYSICAL REQUIREMENTS

Work in this class includes sitting, walking, bending, stooping, and lifting weights of approximately 65 lbs or less unassisted and weights over 65 lbs with assistance. Work will include both indoor and outdoor activity where employee is exposed to elements of nature: cold, hot, rain, snow, sleet, ice, etc. Employee must be able to maneuver in tight places such as the crawl space under a building, climb ladders, step over obstacles, step on and off machinery, etc. Work includes operation of a motor vehicle. Employee may be exposed to hazardous materials.

EXPOSURE CONTROL

Work activity does not entail predictable or unpredictable exposure to blood or body fluids.

MINIMUM EXPERIENCE AND TRAINING

High school diploma or GED equivalency and one year of experience with hand tools and related equipment; prefer experience at a general aviation airport. Must be at least 18 years of age. A valid driver's license is required.

**This job description does not create an employment contract,
implied or otherwise.**