

**ROWAN COUNTY
HUMAN RESOURCES**

JOB DESCRIPTION

Job Title : Aviation Services Supervisor
Department: Airport Operations
Revised : March 2023

Class : Service Maintenance
FLSA : Non-exempt

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

GENERAL DESCRIPTION

Technical and supervisory work related to airport operations and maintenance, aviation fuels. Assists with the Fixed Base Operations' daily processes to include customer service, fuel sales, Work is performed under the supervision the FBO Manager who reviews work through observation and discussions.

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.)

Supports the FBO manager with supervision of the part-time line service staff; develops monthly schedule.

Inspects airfield and physical facilities related to aircraft and fuel services; takes corrective action or coordinates repair.

Investigates and resolves complaints related to area of responsibility.

Operates various equipment, including tugs, GPSs, and radios, as required.

Responsible for monitoring inventory and ordering aviation fuels.

Trains new line service employees, specifically with reference to fuel quality control and dispensing fuel into various aircraft.

Drives a fuel truck on airport property and dispenses fuel to aircraft.

Prepares various reports for billing purposes of aircraft utilizing hangers or tie-down spaces on a permanent or transient basis.

Trains employees on relevant State statutes, FAA regulations, departmental rules and procedures, airfield maintenance, OSHA, and personnel safety.

OTHER JOB FUNCTIONS

Performs related duties as required.

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

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of the correct for storage, handling, and dispensing of aviation fuel on airports.

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General knowledge of rules and regulations affecting airport operations, safety, and security.

General knowledge of methods, practices, equipment, and materials used in support of aircraft services at a general aviation airport.

General knowledge of Federal Aviation Administration (FAA) safety and security regulations related to airside/landside activities.

Ability to communicate effectively, orally and in writing.

Proficient with basic computer programs to develop documents and spreadsheets.

Ability to work independently and supervise the work of others.

PHYSICAL REQUIREMENTS

Work in this class includes sitting, walking, bending, stooping, and lifting weights in excess of 150 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 may be exposed to hazardous chemicals, smoke, or potentially hazardous or volatile situations. Employee must be able to maneuver, climb ladders, step over obstacles, step on and off machinery, etc. Work includes operation of a motor vehicle.

EXPOSURE CONTROL

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

MINIMUM EXPERIENCE AND TRAINING

Associate's Degree from an accredited college or university and one year of supervisory experience; or graduation from high school and four years of supervisory experience; or an equivalent combination of education and experience; prefer an Associate's Degree from an accredited college or university in Aviation and/or experience in aviation. Must currently hold or have the ability to obtain a valid Fueling Supervisor Certificate within 30 days. A valid driver's license is required.

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