

**ROWAN COUNTY
HUMAN RESOURCES**

JOB DESCRIPTION

Job Title : PT Lineman
Department: Airport Operations
Revised : August 2020

Class : Service Maintenance
FLSA : Non-exempt

This job description supersedes any prior description for the PT Lineman classification.

GENERAL DESCRIPTION

Semi-skilled work related to the needs of clients and Airport facilities; performs routine checks of the Airport and is responsible for guiding, towing, parking, greeting and organizing aircraft that's arriving and /or departing from an airport gate or ramp; 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.)

Takes service orders, refuels aircraft observing safety regulations in servicing work.

Services aircraft by disposing of trash, assisting with tie down and placing catering, water and ice aboard, if requested.

Assists clients by providing customer service: luggage handling, transportation between hangar and terminal, conversing with pilots, and greeting passengers.

Ensures fuel trucks are stocked and prepared to distribute fuel, performing quality control checks to make sure fueling is handled safely and efficiently.

Write up sales tickets and credit card forms.

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.

Performs custodial services to maintain cleanliness; This includes but is not limited to vacuuming, mopping, trash collection, window cleaning, sanitize bathroom fixtures; Carries out any other tasks related to cleaning the inside or the outside of airport facilities.

Attends and completes Airport training programs and updates as they become available.

OTHER JOB FUNCTIONS

Performs related duties as required.

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

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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.

Ability to work independently.

Ability to communicate effectively, orally and in writing.

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

Ability to take direction and 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 or with Fixed Base Operator. 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.**