



OKLAHOMA

WHERE CHARM AND ADVENTURE MEET

Job Description

Job Title: Part-Time Attendant

Department: Airport

Reports to: Airport Manager

FLSA Status: Non-Exempt, Full-Time

Salary Range: \$20,845.14 to \$28,854.55

Salary Grade: 3

Hours: 24-32 hours per week

Prepared Date: August 2020

Job Summary

Technical field position in which the responsibilities include a wide range of tasks. Major duties entail meeting incoming aircraft, refueling planes, grounds keeper, building maintenance, and airport shuttle. This position carries a great deal of responsibility to ensure the safety and effectiveness of airport operations. Work is reviewed by the Airport Manager with little direct observation. When no supervisor is on duty, employee may be in charge. This position requires a high degree of customer service skills.

Essential Functions

- The Airport Attendant will work to promote positive public relations at all times for the Alva Regional Airport and the City of Alva.
- Meets all transient aircraft, guides the aircraft safely to a parking spot, secures the aircraft with chocks or tie downs, takes fuel orders, and tows aircraft in and out of hangars.
- Act as line attendant which includes refueling all types of aircraft, performing daily fuel quality tests, checking inbound fuel for proper quality, maintaining refueling equipment, dispensing oil. Logs sales of fuel and oil daily and monthly and maintains inventory of supplies. Logs number of operations. Answers incoming calls for service.
- Maintains, mows and edges grass areas, assists in the repair and maintenance of runway and lighting systems, may operate fuel truck, mowing tractors, etc. May perform other preventive maintenance on equipment and assists with inventory of equipment and supplies.
- Performs daily airport custodial work; secures the terminal building at closing and may assist security as needed.
- Operates base station Unicom radio - relaying advisory information to incoming and departing aircraft.
- May provide support in any way needed for special events at the airport.
- Performs other tasks as assigned by supervisor.

Educational/Experience Requirements

High school grade level or equivalent work experience and at least 1 year of related work experience.

Certificates, Licenses, Registrations

Must have an Oklahoma Class D driver's license.

Knowledge, Skills and Abilities

- Must be customer service orientated.
- Must be able to operate airport equipment and vehicles to maintain and service aircraft, building and grounds.
- Must be able to communicate with general public in writing and speaking.
- Must be able to adhere to departmental regulations, able to learn airport operations and deal effectively with the public with tact and diplomacy.
- Must have knowledge and training on the handling and dispensing of fuel safely.
- Must have a familiarity with aircraft and a pilot's license would be desirable.

Physical/Mental Requirements

- There is regular and frequent lifting/carrying/pushing and pulling airplanes into hangars; lifting to handle hoses. Infrequent lifting of up to 50 pounds of posts, equipment, etc., generally light to moderate lifting on a more frequent basis to fuel aircraft. Incumbent may be required work weekends and nights. Overtime work may be required.

Environmental Conditions and Safety Concerns

Incumbent is generally working outdoors (50% or more) during the entire year. Incumbent must be aware of and observe safety requirements in lifting, carrying, and operating machinery, vehicles, or small tractors, etc. Incumbent must use safety in usage of chemicals, fuels, etc. Incumbent is subject to getting dirty, wet, or exposure to hazardous chemicals, gas, oil, diesel fumes; subject to working around dangerous equipment, noises, hazardous and flammable materials, and in confined spaces.