



TOWN OF BUENA VISTA

Job Title:
Airport Line Technician

Department: Airport	Pay Grade: 2
Reports to: Airport Manager	Wage Range: \$15.06 - \$20.84 per hour
Work Location: Airport	Effective Date: 08/03/2021
FLSA Status: Nonexempt	Revision Date:
Part Time: 20 – 25 hours/week	Approved By: Jack Wyles

JOB SUMMARY

Performs a range of duties related to providing services to general aviation aircraft, crews, and passengers. Conducts and assists in all aspects of general airport operations. May be required to work weekends and holidays and be “on call” outside of normal business hours.

JOB DUTIES

The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The Town of Buena Vista reserves the right to modify or change the duties or essential and additional functions of the job at any time.

- Greet, park, tow, move, and marshal aircraft arriving and departing ramp area.
- Fuel aircraft.
- Provide other services for aircraft as requested.
- Assist passengers and/or crew with baggage/cargo as needed.
- Arrange availability for courtesy cars at the Airport; including keeping vehicles clean, fueled, and ready for customers.
- Assist with customer service duties as requested.
- Answer phones.
- General maintenance of airport-owned buildings (terminal, hangar, SRE).
- General facility cleaning and stocking to include bathrooms and customer areas.
- Maintenance of airport vehicles and equipment.
- Conduct snow removal operations.
- Clearing of debris from ramp and airfield.
- Collect fees in accordance with Town procedures and regulations using an online point-of-sale system.
- Maintain records in accordance with Airport procedures.
- Must be prepared to work some weekends and holidays and be “on call” outside of normal business hours a few days a week.
- Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

- None

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Aviation fuels and quality control.
- Receipt and delivery of fuel, storage of fuel, and aircraft fueling.
- Ground handling procedures.
- Comfortable around aircraft.
- Use of two-way radios.

Skills and Ability to:

- Establish and maintain effective working relationships with customers, tenants, and other employees.
- Operate a personal computer to maintain records, engage in email communication, and assemble reports.
- Work safely and promote safe working conditions.
- Understand and follow verbal and written directions.
- Maintain daily activity records and maintenance logs as required.
- Use various types of airport equipment, such as fuel truck, snowplow, snowblower, ground power unit (GPU), TUG (aircraft towing), front loader, brush hog, mechanical broom, etc.

EDUCATION AND EXPERIENCE

- **Education/Training:** High school diploma or GED required.
- **License or Certificates:** Certification as flight line service technician must be obtained. Must possess and maintain Colorado driver's license.
- **Work Experience:** Minimum six months related experience and/or training.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the functions of the job. Work involves walking, talking, hearing, using hands to handle, feel, or operate objects, tools, or paper, and reaching with hands and arms.

- **Environment:** Most duties of this position are performed in an outside environment including inclement weather and below freezing temperature. Some duties are performed in an office environment and involve sitting at a computer for extended periods.
- **Physical:** Frequent sitting, standing, step climbing, and walking. Must be able to operate motor vehicles and heavy equipment. Employee must not be afraid of heights, must be able to climb a 20-foot ladder, and must be capable of lifting 50 pounds repeatedly. Will require climbing, balancing, bending, stooping, kneeling, crouching, and dragging heavy fuel hose lines.

- **Vision:** The employee must have good close, distance, and peripheral vision, as well as depth perception and the ability to adjust focus.
- **Hearing:** The employee must be able to talk and hear in order to communicate information and maintain awareness of the environment. Employee must be able to use a telephone and two-way radio to communicate with airport customers and other airport staff.

ACKNOWLEDGEMENT

By signing below, you are acknowledging that you are in receipt of this job description:

Signature

Date

Printed Name