
Auburn University Job Description

Job Title: **Mgr, Aircraft Svcs and Grounds**

Job Family: No Family

Job Code: **EG10**

Grade 33: \$39,300 - \$65,500

FLSA status: Exempt

Job Summary

Provides airfield services to tenant and transient customers and maintains airport grounds and facilities.

Essential Functions

1. Manages issues related to aviation fuel including testing of specific gravity, ordering, receiving, and distribution of clean dry fuel.
2. Monitors airfield grounds condition daily to ensure a safe environment.
3. Ensures the constant operation of airfield equipment such as runway and taxiway lighting, transformers, regulators, and beacon.
4. Administers training for flight line and airfield technicians.
5. Supervises Federal Aviation Agency funded capital improvement projects and building maintenance.
6. Performs storm water testing as set forth by the Environmental Protection Agency and the Alabama Department of Environmental Management.
7. Provides budget for flight line services to include fuel sales, service, products, and labor.
8. Attends annual aviation conferences for aviation related products, exposure, and education.
9. Chairs the airport safety committee, and serves as a member of the airport building committee.

Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	High School	High School Diploma or equivalent
Experience (yrs.)	6	Experience in facility and/or airfield maintenance and/or services

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge

Knowledge of airport facility maintenance and services operations to include aviation fueling and related Occupational Safety and Health Administration (OSHA) standards.

Certification or Licensure Requirements

None Required.

Physical Requirements/ADA

Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires standing, walking, sitting, reaching, talking, hearing, handling objects with hands, and lifting up to 25 pounds.

Job occasionally requires climbing or balancing, stooping/kneeling/crouching/crawling, and lifting more than 100 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 1/4/2012
