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## Auburn University Job Description

Job Title: **Tech I, Airport Line Service**

Grade TR07 \$29,700 - \$40,100

Job Code: **EG30**

FLSA status: Non-exempt

Job Family: Transportation

Job Function:

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### Job Summary

The Tech I, Airport Line Service (Flight School Fueling Crew) performs aircraft refueling, operation of fuel trucks, and management of fuel inventory and quality. Serves as part of the Flight School Fueling Crew, responsible for refueling Auburn University's School of Aviation aircraft fleet and managing the airport's Avgas inventory.

### Essential Functions

1. Fuels aircraft using both Aviation Gasoline and Jet-A fuel. Responsible for ensuring aircraft are fueled according to specific orders and timetables.
2. Assists in towing aircraft as required, ensuring safe movement on the airport grounds.
3. Learns the trade of aircraft refueling, to include how to operate fuel trucks and associated components, measure fuel quantities in storage, check fuel quality, assist in receiving fuel shipments, coordinating fuel orders with flight school dispatch, and interacting with pilots and passengers.
4. Operates and becomes familiar with ground support equipment, such as the aircraft tug, ground power unit (GPU), lavatory service cart, de-icing cart, forklift, golf cart, UTV, and airport shuttles.
5. Ensures standard operating procedures are followed, utilizing detailed checklists to maintain accuracy and consistency.
6. Trains, coaches, and mentors new hires.
7. Ensures safety standards, guidelines, and best practices set forth by the National Air Transportation Association (NATA), Federal Aviation Administration (FAA), Alabama Department of Transportation (ALDOT) and Auburn University are followed to the highest levels.
8. Performs other related duties as assigned.

### Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

*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>
<b>Education</b>	High School	High School Diploma or equivalent
<b>Experience (yrs.)</b>	0	No experience required. Experience in facility and/or ground maintenance and flight line is desired.

#### 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

Working knowledge of aircraft refueling procedures, including operating fuel trucks and associated components, measuring fuel quantities, conducting fuel quality checks, coordinating fuel shipments, communicating with flight school dispatch, and engaging with pilots and passengers. Must be able to communicate effectively in person, over the phone, over a radio system, and in written correspondence.

#### Certification or Licensure Requirements

None required.

#### Pre-Employment Screening Requirements

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### 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, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, talking, hearing, handling objects with hands, and lifting up to 100 pounds.

Job occasionally requires sitting, and lifting more than 100 pounds.

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

Date: 6/6/2023

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