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## Auburn University Job Description

Job Title: **Supv, Airport Line Service**

Grade TR12 \$38,200 - \$57,300

Job Code: **EG33**

FLSA status: Non-exempt

Job Family: Transportation

Job Function:

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### Job Summary

The Airport Line Service Supervisor is responsible for supervising the day-to-day operations of airport line service personnel and grounds maintenance crews, ensuring that the highest standards of customer service are met daily. Supervises the maintenance of airfield facilities and ground support equipment, as well as conducting fuel quality control testing. Oversees and renders aircraft services, such as fueling, towing, lavatory service, baggage handling, and de-icing on a large spectrum of piston and turbine engine aircraft. Coordinates with the Airport Operations and Facilities Manager on the implementation of standard operating procedures, policies, and maintenance schedules. Assists airport management with special event planning and operational execution.

### Essential Functions

1. Supervises airport line personnel and ground crew's day-to-day operations, assigning and overseeing tasks to ensure safe and satisfactory completion. Conducts daily airport inspections and security patrols
  2. Adheres to Operations Manager's directives, ensuring job assignments are completed and followed by the team. Assists Operations Manager in apron safety management during special events. Assists and collaborates with management in special event planning. Assists Operations Manager in record keeping and documentation.
  3. Coaches, trains, and mentors new employees to competently and safely perform their job duties.
  4. Oversees and assists with routine maintenance on airport grounds, runways, taxiways, and facilities. This work includes maintaining and performing light maintenance on the airfield lighting system, to include light fixtures, regulators, and receivers/controllers. This also includes airfield grass cutting and landscaping operations, vegetation removal, and grading and drainage work, with the use of tractors, rotary cutters, zero turn mowers, front-end loaders, chainsaws, and other applicable equipment and tools. Ensures airport apron, shop, and storage facilities are in a clean, organized, and presentable condition at all times.
  5. Oversees and conducts general maintenance on airport equipment, such as fuel trucks, golf carts, UTV, tractors, mowers, sprayers, blowers, string trimmers, chainsaws, compressors, and welders. Oversees and conducts routine maintenance on ground support equipment, such as the aircraft tugs, ground power unit (GPU), lavatory service cart, de-icing cart, forklift, golf cart, UTV, and airport shuttles/vehicles.
  6. Oversees and assists with fuel quality control program, using field test, API gravity test, Hydrokit water test, FSII test kit, and Millipore Test. Performs oil changes, replenishes fluids, and follows preventative maintenance schedule for airport vehicles and ground support equipment.
  7. Ensures standard operating procedures are implemented and followed. Assists Operations Manager in the development of standard operating procedures.
  8. Supervises and renders ground services to a large spectrum of turbine and piston engine aircraft, to include fueling, towing, marshalling, lavatory service, oil service, windshield washing, de-icing and de-frosting, and baggage handling. Ensure ground services are conducted to the highest standards of customer service.
  9. Conducts test for water runoff to comply with Alabama Department of Environmental Management (ADEM) and Environmental Protection Agency (EPA) permit regulations.
  10. Handles chemicals, such as herbicide, pesticide, de-icing fluid, lavatory service fluid, and a wide
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## **Auburn University Job Description**

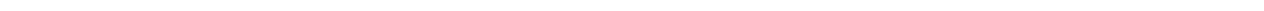
array of oils and greases.

11. 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.
12. Attends recurrent training courses, workshops, and seminars, as deemed necessary by management.

### **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

|                   | Minimum     | Focus of Education/Experience  |
|-------------------|-------------|--|
| Education         | High School | High School Diploma or equivalent  |
| Experience (yrs.) | 6           | Experience in facility and/or ground maintenance.<br>Experience in 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

Strong 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. Detailed knowledge of established processes, methods, and techniques, as well as practical knowledge of a few specific engineering or scientific principles.

### 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: 5/11/2023

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