

LINE SERVICE SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS:

This is a supervisory position involving responsibility for the efficient and economical management of the Dutchess County Airport line service operations. The incumbent leads and participates in the testing of fuels, keeping of records, fueling of aircraft, the performance of light maintenance, and other related activities. The incumbent works with administrative staff to research, develop and monitor line service features and programs.

In addition, an employee in this class is required to train and participate in Aircraft Rescue and Fire Fighting (ARFF) operations and participate in snow and ice control activities. The work is performed under the general supervision of administrative staff. Supervision is exercised over the work of Line Service Attendants.

TYPICAL WORK ACTIVITIES:

1. Supervises airport line service unit employees, including assignment and review of work, scheduling of time off and conducting performance appraisals;
2. Leads and participates in the servicing of aircraft in accordance with pilot's instructions, including fueling, checking and adding oil, and cleaning windshields;
3. Maintains and verifies fuel and supply transactions records;
4. Inspects fuel farm and checks fuel for contaminants;
5. Monitors and orders aviation fuel and other related supplies;
6. Researches and develops proposals for line service programs and enhancements;
7. Leads and participates in routine maintenance in the fueling area including painting, cleaning and mowing grass;
8. Leads and participates in snow and ice control activities;
9. Leads and participates in Aircraft Rescue and Fire Fighting (ARFF) activities including operation of vehicle, fighting fires, rescue of persons trapped in aircraft when accompanied by at least one other trained employee or outside fire-rescue personnel, and rendering emergency first aid;
10. Provides information, pick-up and drop-off service, and assists pilots in obtaining food and lodging;
11. Conducts training classes as required, including instruction in ARFF procedures;
12. Inspects facilities and work area and consults with other administrative and supervisory staff on the need for maintenance, snow and ice control, and operational changes;
13. Issues NOTAM's (Notice to Airman) based on observed conditions;
14. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of aircraft fueling procedures; good knowledge of Aircraft Rescue and Fire Fighting procedures and emergency first aid; good knowledge of airport facilities, services and operations; ability to supervise the work of others; ability to collect money, make change and keep a variety of sales records; ability to lead and participate in a variety of routine maintenance tasks; ability to investigate, research and develop proposals regarding operations and available services; ability to communicate, both orally and in writing; ability to work outdoors under all weather conditions; initiative; resourcefulness; courtesy; integrity; physical condition commensurate with the demands of the position.

LINE SERVICE SUPERVISOR (Cont'd)

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and two (2) years of full-time paid work experience in airport fueling operations, aircraft maintenance and servicing, or a closely related area.

NOTE: All work experience must have included being a member of an Aircraft Rescue and Fire Fighting (ARFF) team. However, three (3) years as a volunteer fire fighter or one (1) year as a paid fire fighter may be substituted for the required ARFF experience.

SPECIAL REQUIREMENTS:

1. Candidates must possess a valid New York State Class B Commercial Driver's License at time of appointment. This licenses must have CDL endorsements for HAZMAT and tanker vehicles and contain no restrictions other than those relating to personal physical conditions. Such restrictions will be reviewed on a case by case basis for compatibility with job duties and will not be an automatic bar to employment.
2. Incumbents must obtain certification in first aid training within six (6) months of appointment. Such certification must remain valid to maintain position.

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ADOPTED: 05/09/88

REVISED: 01/01/96

12/17/97

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