

LINE SERVICE ATTENDANT

DISTINGUISHING FEATURES OF THE CLASS:

This position involves responsibility for fueling services of aircraft as well as minor unskilled grounds, building and equipment maintenance activities. In addition, an employee in this class is required to train and participate in Aircraft Rescue and Fire Fighting (ARFF) operations. Work is performed under the general supervision of a higher level employee. Supervision of others is not a normal function of the class.

TYPICAL WORK ACTIVITIES:

1. Services aircraft in accordance with pilot's instructions, including fueling, checking and adding oil, and cleaning windshields;
2. Collects fuel and oil charges and maintains sales records;
3. Collects landing and transient tie-down fees and instructs transient pilots where to park;
4. Inspects fuel farm and checks fuel for contaminants;
5. Performs unskilled maintenance in the fueling area including painting, mowing lawns and cleaning;
6. Participates in snow and ice control activities;
7. Participates in Aircraft Rescue and Fire Fighting (ARFF) activities including operation of ARFF vehicle, fighting fires, rescue of persons trapped in aircraft when accompanied by at least one other trained employee or outside fire rescue personnel and assisting in rendering emergency first aid treatment;
8. Provides information, pick-up and drop-off service to pilots;
9. Operates a variety of motor vehicles including, but not limited to, fuel trucks, ARFF vehicle, and small snowplows;
10. Performs airport inspections and issues orders to reopen airport following an emergency situation in the absence of higher authority;
11. May make minor maintenance checks and repairs to fuel trucks and fueling equipment;
12. May assist with other maintenance duties associated with general airport operations;
13. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of aircraft fueling procedures; good knowledge of Aircraft Rescue and Fire Fighting operations and emergency first aid; ability to perform a variety of unskilled maintenance tasks; ability to work outdoors under all weather conditions; ability to follow oral directions; ability to collect money, make change and keep a variety of sales records; ability to operate radios; integrity; courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

None

SPECIAL REQUIREMENTS:

Eligibility for a New York State Driver's License at time of application. Possession of license at time of appointment.

TR6405

ADOPTED: 05/09/88

REVISED: 07/01/91 04/25/94 12/17/97