



VACANCY ANNOUNCEMENT
AIRPORT SERVICE ATTENDANT – PART TIME
GRADE 06

ORANGE COUNTY DEPARTMENT OF PUBLIC WORKS
AIRPORT DIVISION

The Orange County Department of Public Works is now accepting applications for the position of part time Airport Service Attendant. This position will be assigned to the Orange County Airport located in Montgomery. Duties involve responsibility for preparing the Airport for daily operations and securing the operations department and equipment at the end of the operating day. Work is performed in accordance with department and facility policies and procedures. Position is under the direct supervision of the Airport Operations Leader. Incumbent will be required to work variable shifts and weekends. May be on 24-hour call. Does related work as required.

Duties include, but are not limited to:

Checks runways, taxiways, and aprons for condition and debris, secures aircraft to tiedowns and hangars when necessary;

Opens operations department at start of day and closes operation at the end of the day by checking security of aircraft, locking buildings, performs final security and safety sweeps;

Refuels service trucks, participates in snow removal from operations areas, performs some maintenance duties in airport buildings and grounds (housekeeping, mowing, FOD sweeps, etc.);

Performs line service for incoming aircraft including parking, refueling, ground power starts, A/C movements via tow vehicle, garbage disposal, passenger assistance;

Process customer transactions to include fuel purchases and hangar rents.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and one (1) year of general work experience. Airport experience is preferred but not required.

NOTE: Must possess and maintain a valid driver's license.

STARTING SALARY: Orange County employees as per contract, Grade 6;
For new employees: \$21.8391 per hour

HOURS: 19 hours per week

Civil Service Examination is not a requirement for appointment.

Final candidate must submit to a fingerprint check and criminal history and background investigation. Costs related to such investigation shall be borne by the applicant.

SEND APPLICATION TO:
COMMISSIONER'S OFFICE
ORANGE COUNTY DEPARTMENT OF PUBLIC WORKS
P.O. BOX 509
GOSHEN, NEW YORK 10924

Open announcement until position is filled

Employment applications can be downloaded from Orange County's website. Please visit www.orangecountygov.com and follow the link to the Department of Human Resources.

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www.orangecountygov.com