

ORANGE COUNTY CLASS SPECIFICATION

TITLE: AIRPORT SERVICE ATTENDANT **GRADE:** 06

TITLE ABBREVIATION: AIRPT SERV ATT **TITLE NO.:** 6069

JURIS.CL: NC **SALARY CODE:** 01 **EEO CODE:** SM **FLSA CODE:** NE

DEPARTMENT: PUBLIC WORKS **DIVISION:** AIRPORT

SUPERVISOR'S TITLE: AIRPORT OPERATIONS SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for preparing Airport for daily operations and use. Work is performed in accordance with department and facility policies and procedures. Incumbents will receive training in providing landing and take-off information. Work is performed under the direct supervision of the Airport Operations Supervisor. Incumbent will be required to work shifts and weekends. May be on 24-hour call. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Actively monitors airport radios, checks radio equipment for working condition, and communicates with pilots via UNICOM when necessary;
2. Checks runways, taxiways, and aprons for condition and debris;
3. Opens operations at start of day, sumps fueling equipment, conducts airfield inspections, and performs morning safety and security inspections and completes all checklists;
4. Closes operation at the end of the day by checking security of aircraft, locking buildings, securing fueling and ancillary equipment, performs final security and safety sweeps;
5. Refuels service trucks and participates in snow removal from operations area; performs some maintenance duties in airport buildings and grounds;
6. Performs line service for incoming aircraft including parking, refueling, ground power starts, aircraft movements via tow vehicle, garbage disposal, passenger assistance;
7. Records fuel meter readings before and after pumping fuel and maintains inventory of gallons sold on a daily basis;
8. Processes customer transactions to include fuel purchases and hangar rentals;

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9. Secures aircraft to tie down and hangars when necessary;
10. May assist with fire crash rescue duties.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the operations and service requirements of types of aircraft in use at the airport; good knowledge of airport rules and regulations; good knowledge of airport safety procedures; working knowledge of take-off and landing procedures; ability to operate a two-way radio; ability to follow written and oral directions; dependability; alertness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and one (1) year of general work experience.

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

REVISED: 07/27/18 AT