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| Job Title: | Lead Line Service Technician |
| Department: | Aviation |
| Reports to: | Aviation Manager |
| FLSA Classification: | Non-Exempt  |
| Safety Sensitive Type: | DOT |
| Effective Date: | 9/15/2022 |
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| Job Summary: | Performs complex and leads activities of the line service technicians. Work involves providing requested services to general aviation and military aircraft, crew and passengers. May provide guidance to others. Works under minimal supervision, with moderate latitude for the use of initiative and independent judgment. |
| Essential Job Functions: | Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. 1. Responsible for the overall operation of the flight line within established operating procedures.
2. Responsible for the proper coaching, development and discipline of all direct employees.
3. Coordinates arrivals and departures of the aircrafts with each shift.
4. Tracks and maintains fuel records and related paperwork on a daily basis.
5. Coordinates hangar stacking and aircraft ramp parking.
6. Coordinates and assists with towing of aircraft in and out of hangars, as applicable.
7. Plan and assign work schedule, to include seven days per week, and perform essentially the same work as those directed.
8. Responsible for fueling all types of aircraft on a daily basis, demonstrating knowledge and command of specific fueling requirements.
9. Provides towing and disconnecting services for all types of aircraft.
10. Executes hand signals in order to guide aircraft during arrivals and departures (marshaling)
11. Provides service to aircraft using ground support equipment.
12. Communicates with employees and/or crew using radios in order to provide a smooth flawless operation.
13. Assists in providing aircraft with ice, coffee, catering and other necessary services.
14. Provides or coordinates transportation for customers and pilots to and from aircraft, hotels, restaurants, and other areas of the airport with courtesy vehicles.
15. Assists with hangar cleaning as needed.
16. Performs related work and reports as assigned.
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| Conditions of Employment: | 1. Applicant will be subject to a complete background investigation. Incomplete, inaccurate and/or failure to report information will cause the applicant rejection from consideration.
2. Applicant must take and pass a pre-employment drug test administered by the City of Edinburg at the City’s expense.
3. Must have a current valid Driver’s License from the Texas Department of Public Safety with a satisfactory driving record.
4. Must be able to obtain a certificate from NATA (National Air Transportation Association) Safety First Certification.
5. Applicant must have a current and valid Texas Commercial Driver’s License (CDL) Class B with Air Brake Endorsement from the Texas Department of Public Safety with a satisfactory driving record and insurable by the City’s current insurance carrier.
6. A Minimum of a Class “B” required with a Class “A” License Preferred.
7. Must be currently certified as a Safety 1stProfessional Line Service Technician or Supervisor.
8. Must be able to work a flexible schedule, including nights, weekends and holidays.
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| Required Education: | High school diploma, G.E.D. or equivalency.  |
| Education Preference: | Community college, vocational business, technical, or correspondence school certificates are likely sources.  |
| Educational Substitute: | Not Applicable  |
| Required Work Experience: | Requires three (3) year experience as a Line Service Technician.  |
| Experience Preference: | Five (5) years’ experience in related field.  |
| Supervisory Experience Requirement: | Not Applicable |
| Required Knowledge, Skills, & Abilities | 1. Ability to promote safety and synergy through teamwork. Instill a culture based on trust, partnership and respect. Conduct effective FBO Operations by engaging and motivating staff.
2. Must have proven knowledge of refueling procedures of general aviation aircraft, military and corporate aircraft, as well as working knowledge of aircraft towing procedures with the ability to train line service technicians.
3. Must have the ability to supervise staff when needed.
4. Must have the ability to apply concepts of basic algebra and geometry, and the ability to calculate figures and amounts such as proportions, percentages and volumes.
5. Must have the ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
6. English is the aviation language, the employee must be able to effectively, proficiently and clearly speak, read, write, and understand the language.
7. Basic computer skills in a Microsoft Windows environment; includes Excel, Word, Publisher, database management, and record keeping.
8. Knowledge of safety and accident prevention procedures.
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| Equipment Materials: | General office and safety equipment/materials to include but not limited to the following: * Personal computer
* Copier/Fax Machine/Printer/Scanner
* 10-key Calculator
* UNICOM Radio
* Hand Tools/Power Tools
* Fuel Quality Control testing materials
* Ground Support Equipment; i.e.: aircraft tug, GPU
* Re-fueling Trucks/ City Vehicle
* Safety and Protective Equipment
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| Work Conditions: | Frequent exposure to unpleasant environmental conditions and/or hazards. While performing the duties of this job, the employee is regularly exposed to wet and/or humid conditions; moving mechanical parts; high precarious places; fumes or airborne particles; and outside weather conditions. Employee must be able to work in both a heavy maintenance environment and in upscale customer areas. The noise level in the work environment is usually moderate with occasional high volume when aircraft arrive/depart. The employee must be able to work in all types of weather conditions; occasionally exposed to extreme cold and extreme heat.  |
| Mental Demands:  | While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; use math and mathematical reasoning; perform detailed work, multiple tasks; work with constant interruptions; and interact with staff and the public. |

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| **Physical Demands** |
| **Environmental Conditions:** |
| **HEALTH AND SAFETY** | **ENVIRONMENT FACTORS** | **PRIMARY WORK LOCATION** |
| Mechanical Hazards |[x]  Respiratory Hazards |[x]  Office Environment |[x]
| Chemical Hazards |[x]  Extreme Temperatures |[ ]  Warehouse |[ ]
| Physical Danger or Abuse – upset customers |[x]  Expressing/Exchanging Spoken Word |[x]  Closed Quarters/Crawl Spaces |[ ]
| Fire Hazards |[x]  Noise  |[x]  Vehicle |[x]
| Explosives |[ ]  Wetness/ Humidity |[x]  Outdoor Environment |[x]
| Communicable Diseases |[x]  Vibration |[x]  Inside Environment |[ ]
| Electrical Hazards |[x]  Physical Hazards |[x]  Shop |[ ]
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| **Visual Acuity:** |
| Near Visual |[x]  Clarity of vision at approximately 20in or less (i.e., working with small objects or reading small print), including use of computers. |
| Far Visual |[x]  Clarity of vision at 20ft or more. This is not just the ability to see a person or object, but the ability to recognize features as well. |
| Peripheral Vision |[x]  Observing an area that can be seen up and down or to right or left while eyes are fixed on a given point. |
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| **Physical Activities:** |
| **TASK** | **FREQUENCY** | **PERFORMANCE** |
| N = Never (never occurs) | R – Rarely (less than 1 hour a week) | O = Occasionally (up to 1/3 of the time) | F = Frequently (from 1/3 to 2/3 of the time) | C = Continuously (2/3 or more of the time) |
| Climbing | F | Ascending of descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.  |
| Stooping (bending at waist) | F | Bending body downward and forward by bending spine at waist.  |
| Kneeling (one or both knees) | O | Bending legs at knee to come to a rest on knee or knees. |
| Lifting/Carrying | F | Raising objects from a lower to a higher position or moving objects horizontally from position-to-position.  |
| Keyboarding | F | Entering text or data into a computer or other machine by means of a traditional keyboard. Traditional keyboard refers to a panel of keys used as the primary input device on a computer, typographic machine or 10-key numeric keypad. |
| Reaching (at or below shoulder level) | C | Extending hand(s) and arm(s) in any direction.  |
| Reaching Overhead | C | Extending hand(s) and arm(s) higher that the head and one of these conditions exist: (1) A person bends the elbows, and the angle at the shoulders is about 90 degrees or more, or (2) A person keeps the elbow extended, and the angle at the shoulder is about 120 degrees or more.  |
| Twisting/Turning (rotation) | C | Rotating one part of the body in a direction away from or opposite to another part. Includes lateral rotation of the trunk and spine.  |
| Handling (manipulated objects) | C | Seizing, holding, grasping, turning or otherwise working with hands.  |
| Standing | F | Remaining upright on the feet, particularly for sustained period of time. |
| Walking | F | Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.  |
| Sitting | F | Remaining in a seated position for extended periods of time without being able to leave the work area. |
| Grasping (whole hand activities) | F | Applying pressure to an object with the fingers and palm. |
| Pushing/Pulling | F | Using upper extremities to press against something with steady force, in order to thrust forward, downward or outward. Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion. |
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| **Physical Requirements:** |
| **TASK** | **WEIGHTS** | **CHECK IF APPLICABLE** | **PERFORMANCE** |
| Sedentary Work | Up to 10 lbs. |[ ]  Exerting up to 10lbs of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met. |
| Light Work:  | Up to 20 lbs. |[ ]  Exerting up to 20lbs of force occasionally, and/or up to 10lbs of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls require exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.  |
| Medium Work: | Up to 50 lbs. |[x]  Exerting up to 50lbs of force occasionally, and/or up to 20lbs of force frequently, and/or up to 10lbs of force constantly to move objects. |
| Heavy Work: | Up to 100 lbs. |[ ]  Exerting up to 100lbs of force occasionally, and/or in excess of 50lbs of force frequently, and/or up to 20lbs of force constantly to move objects. |
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| Authorization:  | I have reviewed this description and understand the requirements and responsibilities of the position.\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date Print Name Signature of EmployeeThe above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change. |