

**Line Services Technician
New River Valley Airport**

Department: NRV Airport

Supervision Exercised: None

Supervision Received: Airport Operations Manager

Employee will undergo a six-month orientation period and will be evaluated at the end of the six-month term. Employees will be evaluated annually thereafter.

Classification (FLSA): Non-Exempt, Part-Time

Age Requirement: Individual must be at least 18 years of age

REQUIRED TESTING/SCREENING AND CERTIFICATIONS: Drug and alcohol testing, background screening, and a driving record check are required, along with possession of a valid driver's license issued by the Commonwealth of Virginia.

Essential Employee: No

Work Hours: Typical hours are Monday to Friday from 8 AM to 7 PM, and Saturday to Sunday from 9 AM to 5 PM.

ESSENTIAL FIUNCTIONS: Primarily responsible for safely operating airport equipment, fueling aircraft, and ensuring a clean and safe ramp area, while also providing excellent customer service. Additional duties include assisting with equipment maintenance, assisting with loading and offloading air freight, lawn mowing, and snow removal. Physical presence on the job is required as essential functions and responsibilities are not suited to remote work.

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions. Ability to work in the United States without a felony convicted or placement on the on watch-list maintained by the Transportation Security Administration, Federal Aviation Administration, or Department of Homeland Security.

RESPONSIBILITIES:

- Operating a refueling truck
- Operating a tug to move aircraft
- Safely marshalling aircraft to parking areas
- Processing cash and credit card transactions
- Occasionally assists with loading and offloading air freight
- Mowing using zero-turn mowers and tractors
- Operating snow-plow as needed

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- Assisting in various airfield maintenance items including removing debris from aircraft movement areas
- Answering phone calls
- Routine building cleaning and janitorial work
- Occasionally assisting with vehicle maintenance

KNOWLEDGE SKILLS AND ABILITIES:

- General knowledge of vehicle operations
- General knowledge of airfield and aircraft safety and operations
- Ability to follow directions
- Ability to work with others
- Dependability a must
- Good Customer Service Skills
- Ability to safely operate a variety of equipment

ADA REQUIREMENTS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. The position requires the ability to move a minimum of 50 pounds; ability to work outdoors in a variety of weather conditions; ability to lower self toward the floor in a variety of positions, such as movement at the waist or knees, and maintain those positions to achieve work objectives; the ability to observe with clarity details at close range and at a distance in one's environment; the ability to discern sounds in one's environment and communicate information and ideas understandably with others and accurately exchange information in work situations; ability to operate a variety of machines included but not limited to, riding lawn mowers, edger's, weed eaters, push mowers, chain saws, trimmers, and other lawn care and ground maintenance equipment; and ability to complete tasks in a timely manner; Ability to work around flammable materials including jet fuel

EDUCATION AND EXPERIENCE: TBD

- Equivalent to high school diploma/GED
- Experience operating around aircraft or with transportation or farm equipment is desirable

PROFESSIONALISM AND CONFIDENTIALITY:

- Understands and consistently implements all Airport policies and procedures
- Maintains confidentiality with all vendors and employee transactions and activities
- Shares knowledge and assists other staff with day-to-day activities to promote effective teamwork to accomplish the goals of the Airport

TRAINING AND JOB DEVELOPMENT:

- Develops and sets own personal goals for acquiring new skills and job growth

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- Participate in conferences, workshops, webinars, and other opportunities to maintain current awareness of County trends and for educational growth
- Works with staff to discuss and resolve problems and provide ideas for improvement

Note: This job description is not intended to be all-inclusive. An employee will also perform other reasonably related job responsibilities as assigned by the supervisor or Airport Manager. Pulaski County Administration reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. The job description does not constitute a written or implied contract of employment.

I have read, understand and accept the duties, standards and expectations required of this position. I hereby affirm my good faith compliance with all County policies and procedures.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions required of this job without accommodation.
- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions required of this job with accommodation(s).

Please list the accommodation(s) needed to fulfill the essential functions of this job description:

Employee Name: _____
(Please print)

Employee Signature

Date