

# City of Lake City, FL

## Classification Description

Classification Title: AIRPORT LINEMAN  
Department: AIRPORT

Pay Grade: 6  
FLSA Status: Non-Exempt

### General Description

This is routine work in fueling and parking aircraft and other related airport duties as directed. Work is performed under the general supervision of the Airport Manager.

### Nature of Work

#### Essential Functions:

- Fuels aircraft utilizing safe practices and procedures.
- Refuels fuel truck at Fuel Farm. Inspects Fuel Farm.
- Directs and parks aircraft on ramp.
- Schedules fuel deliveries. Receives bulk fuel deliveries. Monitors Trauma fuel tank.
- Inspects airport and fuel farm equipment.
- Operates the Tug when necessary.
- Assists the Airport Manager as required.
- Reports any unsafe situations or acts to the Fixed Base Operations Manager.
- Reports any unsafe conditions on the ramp and runway area.
- Performs sales transactions.
- Handles duties in the office and direct pilots when called upon.
- Trains for and performs Maintenance Technician functions as necessary.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform all duties as assigned.)

### **KNOWLEDGE, SKILLS, AND ABILITIES**

**Equipment:** Uses computers for data entry. Uses small/light equipment. Uses or repairs medium equipment and machinery, such as vehicles or commercial mowers.

**Critical Skills/ Expertise:** All employees must possess knowledge of general written standards and

procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks. The abilities expected of all employees include being able to respond to supervision, guidance and direction of superiors in a positive, receptive manner and in accordance with stated policies, be appropriate groomed and attired so as to present a professional image in accordance with the organization's mission, goals, and policies; report for work promptly and properly prepared at the time and place required by the assignment or orders; notify the appropriate supervisor of intended absences in accordance with stated rules; conform with standards and rules regarding use of accrued time; demonstrate a polite, helpful, courteous, and professional image when engaged in any activity with the public; operate and care for equipment to manufacturer's specifications and/or within the specified parameters and in accordance with policies; demonstrate an understanding, consideration, and respect of cultural, religious, and gender differences when interacting with the public and colleagues. Critical skills/expertise identified for this job include:

- Knowledge of the techniques and procedures of fueling and parking aircraft;
- Knowledge of safety practices;
- Knowledge of occupation hazards and safety precautions applicable to fueling and working around aircraft;
- Knowledge of airplane fueling techniques;
- Ability to perform manual labor;
- Ability to follow written and verbal instructions;
- Ability to calculate and measure to determine fuel needed;
- Ability to complete time and other logs;
- Ability to maintain tools and equipment; and
- Skill in the operation of mid-size fueling equipment.

**Minimum Qualifications:** High school graduation or possession of an acceptable equivalency diploma (GED). One (1) year fuel line experience. Possess a Class "B" Commercial Florida Driver's License or have the ability to obtain.

## **ESSENTIAL PHYSICAL SKILLS**

- Acceptable eyesight (with or without correction)
- Ability to communicate both orally and in writing
- Acceptable hearing (with or without hearing aid)
- Heavy (45 pounds and over) lifting and carrying
- Walking
- Standing
- Kneeling
- Bending
- Driving
- Operating equipment
- Stooping

## **Environmental Conditions:**

- Works outside in various weather conditions
- Works with dust, fumes, gases, electricity, chemicals, oils, uneven surfaces, poor lighting, and vibrations

**SELECTION GUIDELINES:** Formal application, rating of education and experience; oral interview and reference check; job related tests might be required. The job description does not constitute an employment agreement with the employer, and requirements of the job change. By signing below I am indicating I have read and concur with the above description of my job.

\_\_\_\_\_

Print Name

\_\_\_\_\_

Date

\_\_\_\_\_

Signature