

City of DeFuniak Springs

71 US Hwy. 90 W.
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DeFuniak Springs, FL 32435



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www.defuniaksprings.net

JOB NOTICE

AIRPORT LINE TECHNICIAN – AIRPORT DEPARTMENT

Repost Date: August 11, 2021

Close Date: Open Until Filled

FLSA Status: Non-Exempt

Starting Pay Range: 13-14 DOQ

Job Summary:

This position is an entry level position assisting in the daily operation of the DeFuniak Springs Municipal Airport.

Essential Job Functions:

- Monitors fuel inventory daily, prepares fuel reports and services tanks as necessary.
- Informs supervisor when fuel is needed.
- Performs daily checklist inspections of fuel tanks and maintains the fuel storage tank monthly inspection report.
- Patrols airfield to ensure security of aircraft and facilities. Issues NOTAM's as required.
- Maintains records of airport data, such as number of planes stored on the airfield, the owners name and contact information and the tail number, and record of plane landings and departures,
- Inspects airport grounds, buildings, and hangars to address maintenance needs and violations of airport regulations.
- Collects fees for the sales and rentals such as fuel, oil, maps, charts, hanger rentals, tie downs, and incidental item; maintains financial reports for sales and rentals and provide them as requested.
- Performs customer service by offering fuel, oil, parking, towing and other services as requested by pilots.
- Operates a fuel truck and conducts aircraft fueling, including "over wing" fueling, for a variety of aircraft as requested by aircraft owners.
- Blocks and stakes down airplanes.
- Ensures compliance with airport policy and procedures.
- Performs general maintenance and grounds functions, including but not limited to mowing, weed-eating, pruning shrubs and trees, clearing debris, minor building repairs, painting, etc., for the airport as needed.
- Participates on committees and with events as needed.
- Adheres to work schedule and attendance requirements.
- Adheres to all safety rules and regulations.
- Performs other duties as directed and required.
- Must create a positive public image as a representative of the city.

Required Qualification(s):

High School Diploma or GED obtained. Requires a valid Florida driver license.

Preferred/Desirable Qualification(s):

Graduation from business school or vocational school, including or supplemented by courses or certifications in Professional Line Service Training, Product Integrity Training with Fires Safety and/or Quality Control Compliance Training preferred. A basic knowledge of airport operations is preferred.

Special Requirement(s):

Required to obtain NATA Professional Line Service Training Certification within one (1) year from date of hire. May be required to possess Red Cross first-aid certificate to render emergency treatment to victims, including CPR. May be required to obtain a class "A" CDL with airbrake endorsements.

An equivalent combination of education, training and experience may be substituted for the minimum requirements.

Applications may be obtained by visiting the City's website at www.defuniaksprings.net or City Hall, 71 US Hwy 90 West, DeFuniak Springs, Florida 32433. For more information, please contact the human resources department at 850-892-8500x119.

The City of DeFuniak Springs is an Equal Opportunity/Affirmative Action/ADA Employer/Drug Free Workplace. The City provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military.

City of DeFuniak Springs – Airport Line Technician

FLSA STATUS: Non-Exempt
SUPERVISORY STATUS: Non-Supervisor

DEPARTMENT: Airport
REPORTS TO: Airport Director

JOB SUMMARY:

This position is an entry level position assisting in the daily operation of the DeFuniak Springs Municipal Airport.

ESSENTIAL JOB FUNCTIONS:

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

- Monitors fuel inventory daily, prepares fuel reports and services tanks as necessary.
- Informs supervisor when fuel is needed.
- Performs daily checklist inspections of fuel tanks and maintains the fuel storage tank monthly inspection report.
- Patrols airfield to ensure security of aircraft and facilities. Issues NOTAM's as required.
- Maintains records of airport data, such as number of planes stored on the airfield, the owners name and contact information and the tail number, and record of plane landings and departures,
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- Participates on committees and with events as needed.
- Adheres to work schedule and attendance requirements.
- Adheres to all safety rules and regulations.
- Performs other duties as directed and required.
- Must create a positive public image as a representative of the city.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of basic airport operations, safety, and maintenance.
- Knowledge of pilot controller glossary.
- Knowledge of basic aircraft and flight operations.
- Knowledge of fire safety and quality control compliances.
- Knowledge of basic math and the use of a calculator.
- Knowledge of principles and practices of customer service and office management.
- Knowledge of modern office techniques, procedures and practices.
- Knowledge of landscaping.
- Skilled in use and care of tools, equipment, and materials assigned.

- Skilled in dealing with customers and able to handle stressful situations.
- Ability to use two-way radios and Unicom; and use of aviation phraseology and communications protocols.
- Ability to monitor and keep fuel logs.
- Ability to use a computer and their basic programs.
- Ability to fill holes and levels low places and bumps in runways and taxiing areas.
- Ability to organize and work with others in a cordial manner.
- Ability to communicate effectively in English, verbally and in writing, with employees, elected officials, and the public.
- Ability to demonstrate initiative and creativity in coordinating tasks and projects.

QUALIFICATIONS, TRAINING AND EXPERIENCE:

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PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee successfully to perform the essential functions of this job. The work environment characteristics are those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Must speak, read, write and comprehend fluent English. Required to sit, walk, talk and hear. Specific vision abilities required include close vision and the ability to adjust focus. Use of both hands and fingers with dexterity. Required to use hands and fingers to operate objects, tools or controls and reach with hands and arms. Must be able to maintain repetitive motions. Must be able to climb ladders and scaffolding. Must be physically able to operate motor vehicles, including light pickup trucks and various heavy equipment. Must be able to lift and/or move up to 50 pounds. Must be able to exert up to 75 pounds of force occasionally, and/or up to 35 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Requires the ability to maintain body equilibrium to prevent falling when walking or standing on uneven surfaces and when bending, stooping, crouching, climbing, reaching and/or stretching arms, legs or other parts of body, and to physically maneuver over and/or upon varying terrain, surfaces or physical structures. Physical demand requirements are for medium to heavy work. May be subject to dust, heat, and physically dangerous areas while working in field. May be exposed to vehicular traffic, including planes. May be subject to insects, snakes, rodents or spiders. May be subject to confined spaces. May be exposed to various extreme atmospheric conditions. If you become unable to perform the duties required of this position the city will make every effort to make reasonable accommodations. The city reserves the right to transfer you, if a position is available, to reasonably accommodate your needs with the understanding the city also reserves the right to fill your position with another applicant capable of performing the needs of the city.

This job description is not intended to be a contract for employment, and the employer reserves the right to make any necessary revisions to the job description at any time without notice.

Employee Signature: _____ Date: _____