

## **MILES CITY AIRPORT COMMISSION**

### **POSITION DESCRIPTION**

**POSITION:** Airport Assistant/Equipment Operator

**ACCOUNTABLE TO:** Airport Manager

**POSITION DESCRIPTION:** Under the day to day supervision of the airport manager, the Airport Assistant/ Equipment Operator will assist the airport manager in creating a safe and well-maintained airport. These responsibilities encompass a variety of duties including but may not be limited to, fueling of airplanes; collection of payment for fuel; assisting in insuring compliance with any federal, state, local regulation or policy related to fueling operations; serves as a UNICOM operator when on duty to provide advisories to pilots; attends to incoming and waiting pilots needs by monitoring lobby area of airport office and providing services such as arranging ground transportation, providing travel directions or other needs; performs maintenance or services duties at the airport as may be directed by the Airport Manager; may provide supervision and direction to other fueling staff when required. The position involves sedentary as well as frequent moderate to heavy physical activity and exposure to weather elements in sites requiring attention to personal safety. This position is subject to call out at any time.

**DEPARTMENT:** Airport

#### **DUTIES AND RESPONSIBILITIES:**

1. Assists customers with fueling, UNICOM, parking, and directions.
2. Assists the Airport Manager in maintaining the airport by mowing, plowing snow, building and hanger maintenance and making sure all lighting and signage are operating normally.
3. Maintains fuel trucks and fuel tanks making sure that they function properly.
4. Performs and/ or directs fueling activities in a manner which ensures compliance with all local, state and federal regulations related to the proper procedures and safety in fueling operations.
5. Greets pilots and other walk in traffic and other walk in traffic at the airport and responds to their requests for services such as fueling, hotel booking, car rental, and catering services.
6. Assumes airport managerial responsibilities in the absence of the Airport Manager.
7. Subject to after hour call-out during hours when scheduled to work.

**MINIMUM QUALIFICATIONS:** Successful performance of the duties associated with this position requires a thorough knowledge of local, state and federal regulations related to the fuel dispensing and fueling operations and knowledge of airport operations. Must be able to fill, drive and dispense fuel from fueling vehicles of a variety of propeller driven and jet engine aircraft to the owner's specifications. Requires working knowledge of all the operation and maintenance of all vehicles, machinery and equipment used at the airport. Must be able to communicate effectively, orally and in writing; follow verbal and written instructions, establish and maintain cooperative working relationships with other city, state and federal authorities as well as the general public.

The above knowledge, skills and abilities are typically acquired through a combination of education and experience equivalent to a high school or equivalent with a minimum of two years experience in aircraft fueling operations.

**Special requirements:**

- Must have a valid Montana Driver's License.
- Must be eligible for coverage by the City's insurance carriers.

**PHYSICAL DEMANDS:** The following physical requirements are typical of those encountered at the job site and must be met in order to successfully perform the essential duties of this position. The employer provides reasonable accommodation to individuals with disabilities to assist them with performing these duties.

Performing the duties of this position requires running; standing; walking; climbing; sitting; smelling; and being in confined spaces; use of hands and fingers to handle and feel objects, tools or controls; reach with hands and arms; balance; stoop; bend; kneel; crouch or crawl; talk and hear. Must be capable of operating a motor vehicle. Employee may occasionally lift up to 60 pounds. Required vision capabilities include close vision, color vision, peripheral vision, depths perception, and ability to adjust focus.

**JOB PERFORMANCE STANDARDS:** Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to, the following:

- Performs assigned duties.
- Maintains accurate and timely records and logs.
- Deals tactfully and courteously with the public.
- Observes work hours and demonstrates punctuality.
- Establishes and maintains effective working relationships with fellow employees, supervisors and the public.
- Demonstrates physical stamina and strength to perform duties.
- Adheres to practices of safety in the use of tools and equipment.
- Is able to work in adverse weather conditions and extreme temperatures.
- Services and maintains equipment as needed.
- Adheres to standards of confidentiality.

**Implemented:** 10-24-11

By signature I acknowledge receipt of this job description.

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(Signature)

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(Date)