



CITY OF SEDALIA, MISSOURI

Job Description

Job Title:	AIRPORT ATTENDANT		
Department:	Airport		
Supervisor:	Airport Director		
Date:	February 2012	Position No.	AIR/2
FLSA Status:	Non-Exempt	Random Substance Testing:	Y

Job Summary:

This position is responsible for assisting with the operations of the airport.

Job Scope:

The purpose of this position is to fuel aircraft and assist with the operations of the airport. Successful performance helps ensure the growth of the airport and the provision of effective airport services.

Essential Duties and Responsibilities:

1. Fuels airplanes; replenishes fuel trucks; samples and tests fuel daily for moisture to insure clean fuel, free from rust and other issues.
2. Compiles fuel tickets.
3. Maintains airport equipment and vehicles; changes oil and adds fluids.
4. Maintains, repairs, and replaces runway bulbs.
5. Clears runway of debris and snow.
6. Performs grounds maintenance duties with significant interruptions, paying close attention to incoming planes to insure smooth flight operations.
7. Records oil inventory and air charts on a monthly basis.
8. Inspects light beacons and NDB signals for output.
9. Cleans and maintains the airport facility and restrooms.
10. Performs other related duties as assigned.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements does not exclude them from the position if the work is similar or related to the position.

Minimum Qualifications:

1. High School diploma or GED
2. 1 year experience in aviation or in a related field
3. Missouri drivers license
4. Must successfully complete a pre-employment drug screen and agree to be subject to random drug screen throughout employment.

Necessary Knowledge, Skills, and Abilities:

1. Knowledge of fuel capacity and requirements for various types of aircraft.
2. Knowledge of airport security and safety procedures.
3. Ability to add, subtract and multiply; ability to deal with fractions; ability to read and remember material.
4. Skill in maintaining vehicles and equipment.
5. Skill in operating a computer.
6. Skill in oral and written communication.

Guidelines:

1. Airport rules and regulations, FAA regulations, safety procedures;
2. City codes and ordinances
3. Guidelines require judgment, selection, and interpretation in application. This position is also responsible for developing departmental guidelines.

Complexity:

The work consists of related duties connected to assisting with the operations of the airport.

Principal Working Relationships:

1. Contacts are typically with co-workers and airport tenants/users.

Purpose of Contacts:

Contacts are typically to give or exchange information, provide services, resolve problems, motivate or influence persons, and clarify, justify, defend, negotiate, or settle matters.

Supervisory and Management Responsibility:

None.

Physical Demands:

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

Employee must be physically able to operate a variety of machines, tools, and equipment which may include motor vehicles, computers, power tools, and mechanical hand tools, etc. Must be able to use body members to work, move or carry objects or materials. Physical demand requirements are at levels of light to moderate work.

Work Environment:

The work is typically performed in an office and outdoors. The employee may be exposed to noise, dust, dirt, machinery with moving parts, and cold or inclement weather. The work may require the use of protective devices such as masks, goggles, gloves, and other gear.