

JOB VACANCY ANNOUNCEMENT

POSITION: Airport Operations Technician

DEPARTMENT: Duplin County Airport

SALARY: Grade 64 Step 1A \$ 13.8077 per hour / \$28,720 annually

OPENING DATE: July 07, 2017 **CLOSING DATE:** July 21, 2017
5:00 p.m.

APPLY AT: Duplin County Personnel Office
County Administration Building - 224 Seminary Street
Kenansville, NC 28349
910/296-2174 "Equal Opportunity Employer"

GENERAL DESCRIPTION OF DUTIES

An employee in this class performs a variety of semi-skilled and skilled duties associated with the safety, operations, maintenance and security of airport grounds, buildings, operational areas, facilities and equipment. Employees of this class utilize mechanical, custodial and other skills for the day-to-day operation, maintenance and security of the airport. Work involves ensuring that facilities are in operational condition at all times and in compliance with FAA safety regulations. Tact and diplomacy are required in contacts with pilots, corporate and business executives, the general public, employees and local officials and Airport Commission members. Position is responsible for opening and closing airport at specified times, preparing reports, ordering fuel, assisting with billing.

An employee is subject to hazards in the work including indoor and outside environmental conditions; significant noise and vibrations; physical conditions such as proximity to moving mechanical parts, electrical current; working in high places, narrow aisles, crawl spaces and areas which could cause claustrophobia; and exposure to high heat, chemicals, oils, fumes, dusts, odors, or poor ventilation. Work is performed under the general supervision of the Airport Director and work is evaluated through conferences, reports, quality of work, observation, visitor reaction, and according to the effectiveness of the airport operations. Performs related work as required.

SPECIFIC DUTIES AND RESPONSIBILITIES

EXAMPLES OF ESSENTIAL FUNCTIONS

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Operates an aircraft tug to tow and stow aircraft.
- Collects cash and processes credit cards for fuel and other products and services.
- Refuels aircraft from the fuel island facility.
- Maintains fuel farm facility and conducts quality control inspections
- Receives fuel from transport tanker to fuel storage tank, maintaining associated logs and reports as required.
- Provides fueling services to various types of aircraft
- Performs grounds keeping work, which includes mowing, raking, trimming, sweeping or blowing, etc.
- Operates equipment, including tractors with implements, lawnmowers, chainsaws, weed-eaters, edgers, blowers and other equipment.
- Assists in customer service for the use of airport facilities.
- Performs routine inspections of airport facilities to include buildings and grounds, runways and taxiways, airfield lighting and navigational aids systems
- Makes minor repairs to equipment and facilities, replacing runway light fixtures and bulbs.
- Performs preventive, emergency equipment maintenance and minor repairs on buildings and equipment; cleaning and painting.
- Performs minor custodial duties at Airport Business Terminal with Housekeeping duties that may include cleans windows, vacuums, mops, changes light bulbs; keeps facilities neat and clean for airport visitor use.
- Operates aviation communication radio to both give and receive information.

- Conducts airport tours.
- Assists in the administration of Community Service Work Program
- Assists pilot and their passengers with various needs.
- Provides excellent customer service to both internal and external customers.
- May assist with weather observations.
- Performs a wide variety of construction, maintenance and repair work for airport buildings, hangars, pavement, airfield lighting, security lighting, security fencing, aviation fuels storage and dispensing, as well as other facilities and grounds.
- Performs daily inspection of all airport safety and operational areas and equipment including runway and taxiways, airfield lighting, parking aprons, hangars, terminal building, fuel storage areas and perimeter fences and gates.
- Performs duties to monitor and report security regulations, Uniform Fire Code regulations and vehicle operation and parking rules.
- Performs administrative functions both written on computer for completing and compiling daily and other inspection forms, operational record keeping, aircraft incident reports, emergency medical responses, wildlife hazard incidents (bird or other animal strikes), reports, correspondence , monthly billing information, collecting and the issuance of citations and/or warnings.
- Performs and assists the Airport Director in all areas of responsibility pertaining to the airport.
- Receives and assists in resolving complaints or problems occurring on assigned shift.
- In case of extraordinary and emergency situations, acts as the initial contact for emergency service personnel, assisting with ensuring first aid is administered to any injured persons. Once the initial emergency situation is under control, confers with Regional Manager for follow-up to ensure life and property are protected.
- Regular attendance is an essential function of this job to ensure continuity.

MINIMUM TRAINING AND EXPERIENCE

High School graduate and with two years' experience in general maintenance/construction or related field. Two (2) year degree in Aviation or Business Management preferred with two (2) years of experience and/or training involving building and landscape maintenance; or an equivalent combination of education, training and experience. Private Pilot's license preferred or student pilot.

SPECIAL REQUIREMENTS

Possession of a valid driver's license issued by the State of North Carolina.

Employee must be able to attend and pass the National Air Transportation Association (NATA) Professional Line Service Training (PLST) program within one (1) year from date of hire.

Must have the ability to be contacted and to respond in a timely manner and be willing and able to perform emergency work on an evening, weekend, and 12-hour shift basis.

Ability and willingness to work shift work on a rotating basis, including evenings, weekends and holidays.

In accordance with the county's drug free workplace policy, employees will be subject to pre-employment and random drug screening.