

CITY OF SIKESTON, MISSOURI - JOB DESCRIPTION

Job Title: Airport Line Operators
Department: Public Works

Entry Grade: 12
FLSA Status: Eligible

ACKNOWLEDGED
BY INITIALING

_____ **Supervision Received:** Work performed under the direction of the Airport Manager.

_____ **Supervision Exercised:** None, or as assigned.

_____ **Responsibilities:** Fuels and services aircraft as assigned. Maintains airport equipment and grounds. Collects and records proceeds from sales. Other duties as assigned.

_____ **Essential Functions of Job:** An Airport Line Operator is responsible for fueling and servicing aircraft, performing groundskeeping and maintenance functions at City airport, processing fuel, tickets, etc. and recording purchases on a daily basis. Airport Line Operators work under the close supervision of the Airport Manager. Initiative, responsibility, and the ability to work well with the public is required. Position requires strenuous physical work including bending, squatting, climbing, twisting, kneeling. Lifting and reaching both to ground level and overhead. Requires lifting and carrying up to fifty (50) pounds, and pushing or pulling up to one hundred (100) pounds. Requires holding, gripping, and manipulating objects including hand and power tools to complete required work. Work is sometimes performed in awkward positions and may require periods of prolonged walking, sitting, or standing, and extended periods of time driving vehicles or operating equipment. Ability to operate basic office equipment having keys, buttons or dials; ability to visually inspect sites; ability to operate motor vehicle; ability to communicate verbally and in writing.

_____ **Knowledge, Skills and Other Job Requirements:** Thorough knowledge of liquid fuel handling and dispensing procedures. Good knowledge of bookkeeping procedures; including those used in making journal and ledger entries. Some knowledge of airport equipment and vehicle maintenance procedures. Mechanical skills. Public relations skills. Ability to maintain accurate records. Ability to use tact and courtesy in dealing with the public. Must be able to perform duties while wearing personal protective equipment including: hard hat, safety vest, hearing protection, eye protection, gloves, harness, breathing apparatus, and other specialized protective gear. May be required to work irregular hours, as needed.

_____ **Equipment Used or Operated:** Communication radios, general hand tools, power tools, motorized and automotive equipment such as trucks, tractors, and mowers. Light and heavy construction equipment such as, but not limited to, backhoe, and road grader, and other equipment as required.

_____ **Employment Preconditions:** Applicant shall be required to submit to physical fitness testing, and drug and alcohol screening prior to employment and at any time during employment.

The undersigned, before assignment to an employment position as described in the foregoing job description, herewith, acknowledges he/she has read said job descriptions and each subpart thereof and consents to its content. Additionally, applicant indicates his/her consent to any testing provided for in the written job description and authorizes the City of Sikeston to conduct background checks, such as, but not limited to, prior employment, driving violation and criminal histories, as may be required for said position.

Applicant

Date