

AIRPORT ATTENDANT

Town of Springerville

Springerville Municipal Airport

POSITION SUMMARY

Under the supervision of the Airport Manager. The Airport Attendant is a non-exempt position under the Federal Labor Standards Act (FLSA). The Airport Attendant must be able to deliver a personalized customer service experience to private and business aviation clientele while providing a variety of aircraft ground services, including marshalling, fueling, hangar storage, towing and other ground support as necessary. Operation of ground service equipment such as aircraft tugs and fuel trucks is required. Airport Attendant will be required to carry, answer and respond to 24-hour call-out phone.

ESSENTIAL FUNCTIONS

- Aircraft fueling
- Moving / towing aircraft
- Assisting flight crews and passengers
- Mowing / grounds keeping
- Janitorial
- Light building maintenance
- Airfield maintenance
- Fuel quality control

MARGINAL FUNCTIONS

- Payment processing
- Recording flight operations
- Radio communications with flight crews
- Performs other duties as deemed necessary or assigned

AIRPORT ATTENDANT POSITION REQUIREMENTS

- Experience: Customer service experience a must. Previous aviation experience preferred but not necessary.
- Education: High school diploma or equivalent.
- Technical Skills: Good computer skills
- Problem Solving: On as needed basis.

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- Decision Making: Position demands decision making on as needed basis.
- Must be able to work alone.
- Ability to lift / pull up to 75 pounds unassisted.
- Must possess valid Arizona driver's license.
- Good command of the English language, both written and spoken.
- Ability to work nights and weekends.
- Ability to work in all weather conditions.
- Must be 18 years or older

CERTIFICATIONS

- High school diploma or GED required.

WAGE

- \$16.98-\$20.88 DOE

The Town of Springerville is an Equal Opportunity Employer.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

THIS JOB DESCRIPTION LAST UPDATED IN MARCH 2023