



JOB POSTING

LINE SERVICE TECNICIAN FULL-TIME REGULAR

Title: Line Service Technician
Salary: \$15.70 / Hour
Department: Belen Regional Airport
Supervision Received: Airport Director
Supervision Exercised: None.

FLSA: Non-Exempt
BARGAINING: None
Revised: 02/25/21

Summary of Duties:

The position is required to serve the aviation customers' needs in fueling of their aircraft in accordance with standard industry practices by performing the following duties.

Essential Duties and Responsibilities:

- Responsible for refueling all types of aircraft on a daily basis, demonstrating knowledge of specific fueling requirements.
- Performs daily and monthly fuel farm and fuel truck inspections in accordance with EPA standards and Phillips 66 Fuel Quality Assurance requirements.
- Provide towing and disconnecting services for all types of aircraft.
- Executes hand signals in order to guide aircraft during arrivals and departures.
- Provides service to aircraft using ground support equipment, e.g. use of GPU for aircraft engine starts and ground power, may include use of lavatory cart and emptying procedures, etc.
- Communicates with employees and/or crew using radios in order to provide excellent customer service.
- Assists in providing aircraft with ice, coffee, catering and other necessary services.
- Provides transportation for customers and pilots to and from aircraft, hotels, restaurants and other parts of the airport with courtesy vehicle.
- Assists with City-owned hangar, FBO and other facilities cleaning and maintenance as needed.
- Assists with general grounds keeping and maintenance (grass cutting, weeding, picking up paper and trash, general housekeeping, etc.) as needed.
- Other duties may be assigned, as needed.

Supervisory Responsibilities:

This position has no supervisory responsibilities.

Qualifications: To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable.

Education, Experience and Availability:

- A high school diploma or GED.
- One (1) year experience in related position preferred.
- Must be able to work a flexible schedule, including nights, weekends and holidays.

Language Skills:

- Ability to read and interpret documents, such as safety rules, operating and maintenance instructions and procedure manuals.
- Must have the ability to write routine reports and correspondence.
- Must have the ability to speak effectively before groups of customers or employees.
- Since English is the standard world-wide language of aviation, technician must be able to effectively, proficiently and clearly speak and understand the language. Having knowledge of Spanish or another language is desirable, but not required.

Mathematical Skills:

- Ability to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions and decimals.
- Must have the ability to compute rate, ratio and percentages, and to draw and interpret bar graphs.

Reasoning Ability:

- Ability to read and interpret documents, such as safety rules, operating and maintenance instructions and procedure manuals.
- Must have the ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.

Certificates, Licenses and Registrations:

- Must be 21 years of age and possess a valid New Mexico Driver License.
- Must possess or be able to obtain certificates from NATA Line Service Fundamentals, Fuel and Oil Servicing, Fuel and Fire Safety and Supplementary Ground Handling training courses within six (6) months.

Other Skills and Abilities:

- Good oral and written communication skills.

Physical Demands:

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

While performing the duties of this job, the employee is required to use hands to handle, or feel, reach with hands; and talk and hear. The employee frequently is required to stand, walk, or sit for an extended period of time or for an entire work shift. The employee is occasionally required to climb or balance, kneel, crouch or crawl. The employee must be able to reach overhead and below the knees, including bending, twisting, pulling and stooping. Move, lift, carry, push, pull and place objects weighing less than or equal to 25 pounds without assistance. The employee may be occasionally required to climb ladders, high spaces and/or stairs. Specific vision required for this job includes close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust and focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must be able to work in both a heavy maintenance environment and in upscale customer areas. The noise level in the work environment is usually moderate with occasional high volume when aircrafts arrive/depart. The employee is frequently exposed to vibration. Occasional fuel fumes may permeate the workplace. Employee must be willing and able to work in all types of weather conditions. The noise level in the work environment is usually loud. The Hangar environment may be extreme hot and cold during certain seasons of the year.

Applications and job descriptions are available at Belen City Hall, 100 South Main and on the city's website <http://www.belen-nm.gov> for more information, please call the Office of Human Resources at 505-966-2742.

APPLICATIONS WILL BE ACCEPTED UNTIL THURSDAY MARCH 4, 2021

The City of Belen is an Equal Employment Opportunity and a Drug Free Workplace Employer.