JOB DESCRIPTION

Airport Line Technician

Definition of Class
This is a non-supervisory position in which the incumbent performs duties associated with general servicing of aircraft, crews, and passengers; and maintenance of airport grounds. Incumbents in this position rotate ‘on call’ duties where the incumbent is expected to respond to calls after normal work hours in a timely manner. The incumbent reports to the Airport Manager.

Examples of Work Performed
Greets, parks, and tows arriving and departing aircraft as required.

Assists pilots and passengers with baggage handling, trash removal, other necessities required for safe and comfortable travel.

 Provides fueling services, oil, and air as needed to aircraft as required.

Provides customer services, to include but not limited to, cash receipting and credit card processing.

Responsible for general cleanliness of terminal to include bathrooms.

Responsible for maintaining the cleanliness of airport grounds outside the terminal; removes debris and trash.

Maintains required FAA daily written reports for runway, fuel farm, fuel trucks, etc.

Provides mowing, trimming, and landscape services.

Maintains multiple fuel inventories (deliver/on PC as required.)

Drives airport trucks and related equipment: University service truck, fuel truck, tug, mowers, and other such items.

Rotates ‘on call’ duties by responding to calls after normal work hours.

Performs similar or related duties as assigned or required.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Responsible for greeting, towing, parking, moving, and marshalling aircraft arriving and departing from ramp.

2. Maintains airports grounds and cleanliness of terminal.

3. Maintains fuel inventories and provides FAA daily written reports.

Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related
education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

**Physical Exertion:** The incumbent may be required to lift up to approximately 40 pounds.

**Vision:** Requirements of this job include close vision.

**Speaking/Hearing:** Ability to give and receive information through speaking and listening.

**Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to sit; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The incumbent is periodically required to talk and hear. The incumbent is occasionally required to stand, walk, stoop, kneel, crouch, bend, and climb ladder.

**Experience/Educational Requirements:**

**Education:**
Graduation from a standard four-year high school or equivalent (GED).

**Licensure:**
Incumbents must possess a valid driver’s license and obtain a Class D Driver’s License within the first six months of employment.

**Background Check Requirements**
This position requires a background check upon hire.

**Interview Requirements**
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

Rev. 04/08/2015

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