

**PEACHTREE CITY AIRPORT AUTHORITY
JOB DESCRIPTION**

POSITION TITLE: LINE SERVICE REPRESENTATIVE

DEPARTMENT: FIXED BASE OPERATOR

REPORTS TO: FLIGHT LINE SUPERVISOR AND/OR FLIGHT LINE LEAD AND/OR
MANAGER

POSITION SUMMARY:

This is an entry-level, uniformed flight line position at Atlanta Regional Airport Peachtree City-Falcon Field Airport. Work involves the fueling of aircraft; towing and parking of aircraft; operation of mobile fuel tenders, flight line equipment, bobcat (forklift) equipment, and authority vehicles. Must provide excellent customer service to internal and external airport customers. The position is expected to promote the use of airport products. Work is performed under the direct supervision of the flight line supervisor, flight line lead, or manager.

POSITION DUTIES:

Operates mobile fuel tenders and performs aircraft refueling; tows and parks aircraft; meets arriving and departing aircraft and provides taxi signals to pilots; operates fuel storage facility; and maintains good customer contact and customer service.

Performs pilot-requested aircraft services such as aircraft oil servicing; cleaning of aircraft windows; emptying aircraft litter bags; assisting passengers and flight crews with luggage or parcels; light interior cleaning of aircraft and vehicles; and providing ice, coffee, or soft drinks if requested.

Performs daily safety checks on equipment; cleans and maintains tools and equipment; reports mechanical or other defects to flight line supervisor, lead, or assistant aviation director.

At the direction of the supervisor, conducts periodic safety inspections of all ramps, hangars, tie-down ropes and anchors, flight line equipment and vehicles, fuel storage facilities, and fuel tenders.

Makes daily log entries of all fuel and other aviation product sales including truck and storage facility meter readings.

Reports potential airport safety hazards to the airport manager.

Maintains geographical knowledge of Peachtree City and surrounding communities including the location of hotels, restaurants, major businesses, and government offices; uses maps, and offers to provide travel directions to transient passengers and crews; answers questions on airport-related activities and businesses. Provide excellent customer service contact and promotion of airport products.

May operate Authority vehicles in the performance of duties.

Performs daily cleaning and minor maintenance of operations facility, including bathrooms; lobby; conference room; kitchen and breakroom areas; pilot and passenger lounge areas; hangar; storerooms; and offices. Empties trash cans; loads and unloads materials, supplies, and equipment; cleans carpet, mops, and buffs floors.

Performs other duties as may be required or assigned.

Housekeeping:

ALL crew members are expected to contribute to keeping the FBO terminal and facilities (bathrooms, break rooms, lounge, and briefing areas) cleaned and stocked.

DESIRABLE QUALIFICATIONS:

Education and experience

High school diploma or equivalent preferred.

Large vehicle or equipment operation.

Some experience in airport flight line operations or aviation-related tasks is preferred.

Any equivalent combination of education and experience may be accepted.

Knowledge, skills, and abilities

Some knowledge of airport and flight line operations.

Some knowledge of aircraft towing, fueling, and servicing techniques.

Some knowledge of aircraft movement restrictions and signalman/pilot taxi signals.

Ability to learn occupational hazards and safety precautions necessary for the safe operation of flight line vehicles and equipment.

Ability to follow flight line safety rules and department policies and procedures.

Ability to understand and follow oral and written instructions.

Ability to communicate orally clearly and effectively.

Ability to positively interact with coworkers, management, and the public on a one-to-one basis or in group settings.

Ability to learn and adhere to customer service policy and training.

Required Uniform/Appearance

Must present a clean, neat, well-groomed appearance.

The uniform includes an Authority-issued shirt, Authority-issued hat, reflective vest, khaki pants or shorts, sneakers, or work boots.

Shirts must be tucked in and pants must not have any rips, holes, or strings hanging off them.

The uniform must be kept clean and complete.

Other job requirements

Must be a minimum of 18 years of age.

Must possess and maintain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.

Must have the ability to drive and operate Authority vehicles and equipment safely and efficiently.

Must have the ability to lift and carry heavy objects (10 - 100lbs.) and bend, squat, twist, crawl, and/or climb daily.

Must have the ability to work in a variety of extreme weather conditions for extended periods.

Must have the ability to work a varied schedule, including nights, weekends, and holidays.

Must have the ability to successfully pass a drug screen test.