

# Hibbing Fueling Facility

Airport Maintenance 1/ Refueler / ARFF Job Description

**PURPOSE:** Shall perform and coordinate activities providing customer services, aircraft rescue and firefighting protection, aircraft fueling and services for commercial and general aviation customers, Janitorial duties, limited FAA Part 139 duties including airfield inspections, wildlife inspections, airport condition reporting, snow removal, fence/gate/security inspections, but not limited to the following duties.

## FUNCTIONAL AREAS

1. Performs commercial and general aviation fueling services to include the following tasks:
  - \* A. Responsible for the safe and efficient delivery of fuel into aircraft.
  - \* B. Monitors fuel levels of fuel tanks and trucks to ensure positive inventory.
  - \* C. Responsible for completing, maintaining and complying with FAA, NFPA, State and local regulations concerning fueling and safety procedures.
  - \* D. Maintains daily fuel sale slips and accounts for all fuel products dispensed.
  - \* E. Maintains daily records as required.
2. Performs commercial and general aviation services to include the following tasks:
  - \* A. Provides parking, aircraft towing and hangar services as requested.
  - \* B. Provides de-icing services as requested.
  - \* C. Arranges for catering services upon request.
  - \* D. Cleans aircraft as requested.
  - \* E. Assists pilots, passengers and crews of commercial and general aviation aircraft as needed.
  - \* F. Monitors and provides airfield advisories for the pilots upon each request.
  - \* G. Performs aircraft lavatory services.
3. Performs Aircraft Rescue and Firefighting (ARFF) services as follows:
  - \* A. Responsible for completing, maintaining and complying with certification requirements meeting Federal, State and local regulations to provide ARFF services.
  - \* B. Reports to the ARFF Truck Bay for each commercial airline operation, **15 minutes prior to arrival and 15 minutes after each air carrier departure**. The Unicom frequency will be monitored during these times for emergency notification by the airline.
  - \* C. Responsible for maintaining familiarization of ARFF equipment and airfield conditions for emergency response.



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- \* D. Assists with maintaining, cleaning and organizing equipment, truck and ARFF Truck Bay as assigned.
4. Safety Program Responsibilities:
- \* A. Assists with ensuring the safety and security of all customers, employees and the public at all times.
  - \* B. Reports all noncompliance, unsafe and unsecured conditions to the Executive Director immediately.
  - \* C. Reports all accidents and incidents by phone to the Executive Director immediately.
  - \* D. Monitors hand-held radio and the Unicom frequency for notification of potential problems / emergencies.
5. Performs other related work:
- \* A. Maintains proficiency on airfield inspections to be conducted as assigned.
  - \* B. Responsible for monitoring maintenance / cleaning of airport buildings and grounds.
  - \* C. Responsible for maintaining / cleaning work areas, buildings, grounds and vehicles (trucks, crew cars, etc.) as assigned.
  - \* D. Ensures sidewalks, ramps, parking lots and walkways are shoveled / sanded and safe for pedestrian customers, pilots and the public.
  - \* E. Monitors and coordinates the ordering of supplies / fuel inventory as needed.
  - \* F. Answers all phones and radios in a courteous and timely manner.
  - \* G. Responsible for issuing car rentals and associated duties as assigned.

## JOB REQUIREMENTS

1. Experience and Education:
- A. A high school diploma or validation of high school diploma.
2. License Requirements:
- ♦ A. Possession of a valid driver's license, Minnesota Class D.
3. Knowledge Requirements:
- A. Knowledge of aircraft fueling equipment operation and maintenance.
  - B. Knowledge of terminology used in the aviation industry relating to aircraft movement and operation.



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- ◆ C. Knowledge of applicable safety laws and regulations.
  - ◆ D. Knowledge of FAA Part 139 Rules and Regulations.
  - ◆ E. Knowledge of Transportation and Security Administration (TSA) Part 1542 Airport Security Rules and Regulations.
  - ◆ F. Knowledge of customer service techniques.
  - ◆ G. Working knowledge of basic computer operation.
4. Skill Requirements:
- ◆ A. Skill in performing duties related to performing aircraft fueling, parking and towing services.
  - ◆ B. Skill in using computers.
  - ◆ C. Skill in effectively communicating verbally and in writing.
5. Ability Requirements:
- ◆ A. Ability to pass a criminal background check to obtain Airport Security ID Clearance.
  - ◆ B. Ability to provide a positive leadership role.
  - ◆ C. Ability to communicate and follow directions in oral and written form.
  - ◆ D. Ability to establish and maintain effective working relationships with supervisors, subordinates, tenants, and the public.
  - ◆ E. Ability to transport oneself to, from, and around various airport sites and off-site meetings or training.
  - ◆ F. Ability to use a computer to maintain accurate records.
  - ◆ G. Ability to obtain and maintain certification and licenses necessary to perform essential job functions.
  - ◆ H. Ability to maintain a high degree of teamwork and morale among workers.
  - ◆ I. Ability to meet the standard for personal appearance and image.
  - ◆ J. Ability to perform mathematical calculations for sales purposes.
  - ◆ K. Ability to participate in airfield inspection program.
  - ◆ L. Ability to work in dusty, dirty, wet, and/or cold environmental conditions.
  - ◆ M. Ability to work outdoors in all kinds of weather.
  - ◆ N. Ability to investigate new products and make price comparisons.
  - ◆ O. Ability to use hand and power tools.
  - ◆ P. Ability to use good judgement and work independently under limited supervision.
  - ◆ Q. Ability to climb, balance, stoop, and reach.
  - ◆ R. Ability to lift and carry material and tools weighing up to 50 pounds on a regular basis.
  - ◆ S. Ability to push and pull material and tools weighing up to 150 pounds on a regular basis.



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- ◆ T. Ability to push, pull and propel up to 350 pounds.
- ◆ U. Ability to lift and carry with assistance up to 100 pounds.
- ◆ V. Ability to reach, hold, position, maneuver and operate hand tools and replacement parts.
- ◆ W. Ability to lift, carry, position, and hold parts weighing up to 50 pounds alone and up to 100 pounds with assistance during repairs. With mechanical assistance, that could exceed 500 pounds.
- ◆ X. Ability to hear and use various equipment which requires good hearing.
- ◆ Y. Ability to have vision/corrected vision to operate equipment and perform essential job functions.
- ◆ Z. Ability to attend work on a regular basis.
- ◆ AA. Ability to work non-standard hours or be on-call as necessary including evenings, nights and weekends.
- ◆ BB. Ability to accomplish all periodic, daily, and special safety and operations inspections of airport areas, fuel facilities, lighting, security fencing, and buildings as assigned.
- ◆ CC. Ability to comply with the CHAA's Operating Policies to include the Drug and Alcohol and Employee Harassment Policies.

### RELATIONSHIPS AND CONTACTS

1. Organizational:

- A. Daily contact with the Executive Director and Assistant Director.
- B. Frequent contact with administrative employees, tenants and the public.

2. Supervisory:

- A. Works under the direction of the Assistant Director.
- B. Notifies Assistant Director when out of the immediate area or prior to taking scheduled leave or vacation.

\* Essential job functions.

- ◆ Job requirements necessary on the first day of employment.

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

