



## JOB DESCRIPTION

### AIRPORT ATTENDANT

(Part-Time, 20 hours per week)

#### DEFINITION

Under general supervision, to perform a variety of semi-skilled and customer service related work in the servicing of aircraft and the general operation of the airport, and to perform related work as assigned.

**EXAMPLES OF DUTIES:** These examples are intended only as illustrations of the various types of work performed. The examples of work performed are neither restricted to nor all-encompassing of the duties to be performed under this job title. **(E=Essential Duty; M=Major Portion of Time)**

- Assists pilots and passengers arriving at and departing from the airport. **(E-M)**
- Fuels a variety of aircraft. **(E-M)**
- Accepts cash and issues receipts on gas and oil sales. Processes credit card transactions. **(E-M)**
- Inspects parked aircraft to ensure that they have been properly secured. **(E)**
- Provides information pertaining to airport operations.
- Collects for hangar, tie-down, ground, and office rents.
- Inspects runways, taxiways, and lighting systems. **(E)**
- Performs grounds maintenance and janitorial duties of airport facilities as necessary. **(E-M)**
- Operates light equipment. **(E)**
- Works flexible hours, including weekends and holidays. **(E)**
- Performs other related duties as assigned.

#### QUALIFICATIONS

##### Knowledge of:

- General airport operations and safety principles.
- Aircraft service techniques.
- Customer relations techniques

##### Ability to:

- Communicate effectively orally and in writing.
- Handle public contacts in an appropriate and professional manner.
- Keep accurate records and perform simple arithmetical calculations.
- Establish and maintain cooperative relationships with those contacted in the course of work.
- Understand and carry out oral and written instructions.
- Work independently in the absence of supervision.
- Perform all physical aspects of assigned duties, including stooping, lifting, reaching, pulling, and climbing.
- Perform semi-skilled work in a variety of building and grounds maintenance and janitorial work, and lift up to 40 pounds.
- Work flexible hours, including weekends and holidays.

**Experience and Education:**

- Formal or informal education sufficient to assure the ability to understand and follow oral and/or written directions and perform basic arithmetical calculations at the level required for successful job performance.
- Prior customer service experience desired.

**Necessary Special Requirements:**

- Possession of a valid Class C California Driver's License;
- Ability to work weekends;
- Airport employees must live within a 30-minute response time to the Ukiah Airport.

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