Employment Opportunity

AIRPORT ATTENDANT
(Part-Time, 20 hours per week)

Deadline to Apply: Open Until Filled

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.

SALARY
Starts at $10.50 per hour, depending on experience; 20 hours per week. Three holidays, three sick leave and two personal leave days are provided on a prorated basis (4 hours per day) per fiscal year. There are no other benefits associated with this at-will position.

RETIREMENT
The City is a member of the Public Employees Retirement System (PERS) - Tier One: Employees who are new to the City but not new members, will receive the formula 2.7% at 55, with single highest year final compensation; Tier Two*: Effective January 1, 2013, all new employees will receive the formula 2% at 62, with a three consecutive year average final compensation. (*AB 340, California Pension Reform Act) The City does not contribute to Social Security.

APPLICATIONS
Applications are available at the City of Ukiah, 300 Seminary Avenue, Ukiah, CA, (707) 463-6200, or they may be downloaded at www.cityofukiah.com. Applications must be filled out completely and received by the Human Resources Department by 5:00 p.m. on the final filing date. Resumes are encouraged, but cannot be accepted in lieu of an official application unless specified. All statements made on applications are subject to investigation and verification. False statements will be cause for disqualification, removal from the Eligibility List, or discharge from employment.

SELECTION
Applications will be reviewed by a screening committee and those applicants who appear to be among the best qualified will be selected for the examination process. This process may include a variety of techniques designed to test applicants' knowledge, skills, and abilities to perform the duties and responsibilities of the job. An Eligibility List will be established by ranking candidates by their overall score and a selection will be made from the candidates on this list. All employment offers are subject to a City-paid physical examination and a thorough reference and background check.

FILING DATE
Submit a completed City of Ukiah application form to Human Resources, 300 Seminary Avenue, Ukiah, CA 95482. Applications may be downloaded at www.cityofukiah.com. Deadline to apply: Open Until Filled. Applications received after the deadline or incomplete applications will not be considered.

NOTE TO APPLICANTS
You will be required to submit verification of your citizenship or legal right to work in the United States at the time of an offer of employment. Employment will be subject to verification of this requirement.

The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in the bulletin may be modified or revoked. The City of Ukiah is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, ancestry, sex, religion, sexual orientation, age, disability or marital status.

In accordance with the Americans with Disabilities Act (ADA), if special accommodations are necessary at any stage of the testing process, please notify the Human Resources Department in advance at (707) 463-6244 so your request may be reviewed prior to the occurrence of test.