

FLSA STATUS	Non-Exempt	CIVIL SERVICE	No
UNION	No	TELECOMMUTE ELIGIBLE	No
DEPARTMENT	Airport	DEPARTMENT NUMBER	280
REPORTS TO (TITLE)	Director of Airport Operations	JOB FAMILY	Airport
PAY GRADE	1	DATE OF LAST REVIEW	December 2023

NATURE OF WORK
<p>The first level in Airport series is responsible for the upkeep of terminals, hangars and airport grounds. Responsibilities include guiding, towing and organizing aircraft arriving and departing from the Airport, fueling of the aircrafts, maintaining terminal, hangar and airport grounds. This position may also be responsible for snow removal, mowing, carpentry, painting and other tasks to maintain airport facilities.</p> <p>This is a part-time position which may include working nights, weekends and holidays.</p>

DUTIES / RESPONSIBILITIES <i>(These are the highlighted responsibilities of the position. An employee in this position may also be required to perform other related duties as assigned.)</i>	
1.	Guides, tows, parks, greets and organizes aircrafts arriving or departing.
2.	Coordinates ramp operations and aircraft movement via radio and/or aviation hand signals.
3.	Fuels aircraft; administers fuel and other sales.
4.	Operates ground support equipment (fuel pumps, fuel trucks, tractor, etc.); tows airplanes in and out of hanger to protect them from the elements.
5.	Answers phones and communicate with individuals to address arrivals and departures, and offers solutions and assistance to scheduling.
6.	Maintains, and cleans areas of the airport terminal;
7.	Grounds maintenance, mowing, trash removal, and snow removal.

FUNCTIONAL SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:
N/A

SUPERVISORY RESPONSIBILITIES
Does not officially supervise other employees.

TRAINING/EDUCATION AND EXPERIENCE REQUIREMENTS
High School Diploma or equivalent G.E.D.

LICENSING / SPECIAL REQUIREMENTS
Valid driver's license.

SKILL/ABILITIES REQUIREMENTS

- Airfield safety and procedures;
- Move airplanes and fuel hoses;
- Materials, methods, and tools involved in the airport maintenance;
- Equipment, policies and procedures of local, state and national security operations;
- Computers and related software applications;
- Maintaining confidentiality;
- Maintain records and prepare reports;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.
- Ability to use computers and relevant software (ex.: Microsoft Office). Requires frequent use of Microsoft Office Suite (Word, Excel, and Outlook).

PHYSICAL REQUIREMENTS

Positions in this class typically require: climbing, balancing, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Heavy work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

Ability to wear common protective or safety equipment such as safety shoes, glasses, gloves, hearing protection and / or hard hats as needed.

WORKING ENVIRONMENT / CONDITIONS

The working environment / conditions for this position frequently include:

- Hazardous physical conditions (mechanical parts, electrical currents, vibration, etc.)
- Atmospheric Conditions (fumes, odors, dusts, gases, poor ventilation, etc.)
- Hazardous materials (chemicals, blood, other body fluids, etc.)
- Extreme temperatures
- Intense noise
- Environmental (challenging behaviors, imminent danger, threatening environment)
- Ability to work outdoors including adaptability to reasonable cold and warm weather, extreme temperatures, precipitation and various levels of light.

CLASSIFICATION HISTORY

DATE	COMMENT
August, 2023	Draft prepared by CHM
December 2023	Updated per PDQ by BC

EEOC

The City of Ottumwa is an Equal Opportunity Employer. In compliance with applicable state and federal law, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.

ACKNOWLEDGEMENT	
I have read the job description and can perform the essential functions of the job either with or without a reasonable accommodation.	
Date	Signature

NOTE

The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.