

**CITY OF NAPLES AIRPORT AUTHORITY**  
**Job Description**

**Job Title:** LINE SERVICE TECHNICIAN I  
**Department:** OPERATIONS  
**Reports To:** OPERATIONS MANAGER  
**FLSA Status:** NONEXEMPT  
**Prepared By:** OPERATIONS MANAGER,  
**Prepared Date:** Revised 5/8/2007  
**Approved By:** DIRECTOR OF HUMAN RESOURCES  
**Approved Date:**

**SUMMARY**

Ensures aircraft are properly refueled. Performs customer service type ramp duties and assists with the safety related operations required to ensure that the Naples Airport is operated in accordance with all Federal Aviation Regulations (FAR's).

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Performs fueling of aircraft and helicopters according to specifications and to Naples Airport Authority fuel program and procedures.
- Checks and adds proper oil in accordance with the specification of the aircraft as requested by the customer.
- Checks tire pressure and performs lavatory services as requested.
- Tows aircraft to secure tie-down area or hangars, pulls aircraft out of hangars for departure using appropriate tug and tow bars for specific aircraft.
- Directs aircraft to proper parking areas.
- Performs FAR Part 139 airfield inspections and advises supervisor of all noted discrepancies.
- Performs daily and monthly fuel truck safety inspections. Ensures vehicles are in safe operating order and running properly.
- Escorts various private and company personnel unfamiliar with the airport grounds as requested to ensure safety compliance.
- Assists with daily fuel farm inspections including performing pre-loading and quality control inspections.

- Reviews updated operations manuals for various aircraft as needed.

### **INCIDENTAL DUTIES**

- Assists with and responds to on airport aircraft emergencies in accordance with airport procedures.
- Assists other departments as needed, including mowing operations in the summer season.
- Performs a variety of cleaning tasks.
- Performs other duties as required.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

### **EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED) and six (6) months of related aviation or customer service experience.

### **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

### **DRIVERS LICENSE REQUIREMENTS:**

- A current, valid Florida Drivers License with full privileges (not suspended or revoked).
- Must maintain a valid State of Florida driver's license or possess a valid out-of state driver's license and obtain the State of Florida drivers license within 30 days of employment
- A driving record that meets the Authority's driving standards.

## **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

## **KNOWLEDGE & SKILLS REQUIRED FOR THE ROLE**

Must have basic knowledge of aircraft engines and fuel types. Must have excellent customer service knowledge and excellent people skills. Must have a full working knowledge of F.A.A. safety and fire regulations within 90 days of employment. Must be able to complete the established Line Technician Training Program provided by the fueling company within thirty days of employment and the National Air Transportation Assn. "Safety First" Program within six months of employment. Must have valid Florida driver's license.

## **MACHINES, TOOLS, AND EQUIPMENT**

Must be able to operate: fire extinguishing equipment, tow bars and tugs, various hand tools, radios, ground power units, fuel trucks and other vehicles, Millipore/API gravity equipment and computer operations.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee frequently is required to climb or balance and talk or hear. The employee is occasionally required to sit. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme heat; risk of electrical shock; explosives; and vibration. The noise level in the work environment is usually very loud.