

CITY OF SHELBYVILLE, TENNESSEE
OPERATIONS TECHNICIAN (PT)

DEFINITION: The employee is under the supervision of the Operations Coordinator. Directions are usually specific and independent judgment is needed to complete some tasks. Must show proficient knowledge of essential job functions within the first six (6) weeks of employment

This is a part-time position with an hourly rate of \$14.25/hour.

EQUIPMENT/JOB LOCATION:

- The employee will work both outdoors and indoors.
- The employee will operate a fuel truck, forklift, diesel tug, lawn mower, and weed eaters.
- The employee will work on occasion at the front desk answering phones, taking credit card payments, and assisting customers.
- Intermittent sitting, standing, stooping, and walking is required.
- The employee may be exposed to loud noise.
- The employee will be exposed to 100 octane gasoline and jet fuel.

ESSENTIAL FUNCTIONS OF THE JOB:

Essential and other important responsibilities and duties may include, but are not limited to the following:

1. Must be able to ground refuel a variety of normally aspirated and turbine powered aircraft without error.
2. Be able to communicate with airborne and ground aircraft in a professional and coherent manner. In addition, must be able to effectively communicate airport weather conditions to airborne and ground aircraft.
3. Must demonstrate the ability to safely marshal aircraft on the ground, park, and tow aircraft to parking areas and into and out of hangars
4. Be able to lift fifty (50) pounds chest high
5. Be able to operate additional equipment such as a fuel truck, diesel truck, lawn mower, and weed eaters
6. Must be able to drive and operate manual transmission equipment such as forklift
7. Be proficient at front counter operations to include, but not limited to, all credit card, check, and cash transactions for fuel operations, hangar rent collections, and pilot product sales.
8. Be able to represent Shelbyville Airport affectively and professionally to all visitors and patrons
9. Must be responsible for any janitorial duties deemed necessary by management, grounds maintenance assistance may be required to keep the airport grounds in pristine condition.
10. Light mechanical duties may be required
11. Valid TN Driver's License is required
12. Perform all other duties as needed.

REQUIRED KNOWLEDGE AND ABILITIES:

- Knowledge of aviation daily operations and equipment
- Ability to work effectively with co-workers and the public
- Ability to establish and follow detailed work procedures
- Ability to maintain a clean and orderly working area/environment
- Ability to understand and follow written and verbal directions
- Knowledge of costs and fees associated with payments at the Airport
- Knowledge of computers and other office equipment such as phones, credit card machine, and fax machine.

QUALIFICATIONS:

Any combination of training and experience equivalent to:

- Graduation from an accredited High School or GED equivalent
- Good Communication skills, both verbal and written
- Experience working with the public
- Minimum age requirement of 18 years
- Aviation experience preferred
- Possess and maintain a valid driver's license from State of Tennessee
- Must pass a background check, physical examination, and drug screen.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT:

The job description for the position of Airport Operations Technician (PT) for the City of Shelbyville Municipal Airport describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined with or without accommodation?

Yes _____ No _____

Signature

Date