

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY**  
**POSITION DESCRIPTION**  
**Airport Line Service Technician**

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**Position Title:**

Airport Line Service Technician  
Full-time – Non-Exempt Position

**Reports to:**

FBO Manager

**Position Summary:**

This position is classified as an hourly position within the context of Washington State law. Under the general direction of the FBO Manager, responsible for providing numerous and diverse aircraft and passenger services at Pangborn Memorial Airport. Aviation Line Service Technicians also conduct basic janitorial and maintenance duties of airport facilities and equipment. Pangborn Memorial Airport is an essential public facility open 24 hours per day. This position will require the ability to be on call and perform evening and/or weekend work.

**Essential Duties and Responsibilities:**

- Safety is job one. Provide an example of safe behavior to fellow employees through example, behavior, and attitude.
- Help promote a safe work environment. Work with team members in recommending and implementing safety policies and practices.
- Safely work within areas of aircraft landings, takeoffs and movements requiring special safety practices. Be knowledgeable of and comply with requirements of FAR Parts 139 and TSA 1542 pertaining to entry/exit of security areas; movement of people and vehicles into and within, and construction/repair activities within movement areas, safety areas, and general safety requirements and procedures within these areas.
- Provide aircraft re-fueling services to all common types of commercial and general aviation aircraft utilizing mobile aircraft refuelers or fixed aviation fuel facilities.
- Operate airport fuel storage facilities; including, but not limited to: processing fuel deliveries, quality assurance tests, filter changes and routine maintenance and repairs. This includes maintaining accurate and consistent records of fuel deliveries, quality assurance testing, and training as directed.
- Assist in parking and/or maneuvering aircraft utilizing proper hand signals and motorized and non-motorized towing equipment.
- Monitor UNICOM radio and disseminate updates regarding current airport conditions and restrictions.
- Conduct daily building janitorial duties; including, but not limited to: operation of floor and carpet care equipment, trash removal, cleaning of hard surfaces, window, floors and restrooms.

- Maintenance of facilities and grounds, including, but not limited to: changing HVAC filters, changing lamps, landscaping and snow removal.
- Properly utilize, operate, inspect and maintain hand and power tools, motorized vehicles and equipment in accordance with commonly accepted equipment manufacturer recommendations.
- While engaged in the performance of work, be especially watchful for unsafe conditions and report such immediately to supervisor.
- Any necessary duty assigned or training required, for the efficient and safe operation of the airport.
- Assure the highest possible level of customer service.

**Primary Work Location and Job Conditions:**

- Work outside, at night, during rain, high wind, high and low temperatures, snowfall and other inclement weather conditions.
- May come in contact with flammable or hazardous substances; including aviation fuels and lubricating oils.
- Some work will be conducted in an office setting.
- The work requires the ability to walk over rough, uneven terrain and travel to work sites at all points of the Airport.
- Work schedule will be flexible and will require on call response after normal work hours.
- Some travel for training may be required, with occasional overnight travel.
- Moderate lifting is required.

**Desired Skills:**

- Knowledge of aircraft and aviation fuel types and grades.
- Knowledge of the safe and proper use of fuel testing equipment, maintenance tools, aircraft tugs and towing equipment.
- Knowledge of janitorial equipment and building maintenance.
- Basic knowledge of Federal, State, and local regulations as they apply to airports and aircraft refueling and servicing.
- Ability to establish and maintain effective working relationships with other employees, tenants, and the general public.
- Ability to analyze and solve problems in a safe and efficient manner.

**Minimum Qualifications:**

- Completion of High School or GED equivalence.
- Basic computer applications ability and skills.
- Possess or have the ability to obtain a valid Washington State driver's license within 60 days of employment.

**Special Requirements:**

- Must successfully complete a Criminal History Records Check (CHRC) and Security Threat Assessment (STA) as part of the Airport Badging Process.

**Important Disclaimer Notice:**

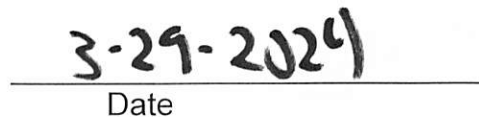
The job duties, responsibilities, skills, functions, experience, educational factors and the qualifications listed in this job description are representative only and not exhaustive of the tasks or assignments that an employee may be requested or required to perform in this position. The omission of specific job duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The employer reserves the right to revise this job description at any time and to require employees to perform other tasks as circumstances or condition of its business, competitive considerations, or the work environment change. The job description does not constitute an employment contract and is subject to change as the needs of the employer and requirements of the job change

**Equal Opportunity/Affirmative Action Employer:**

All qualified persons will be considered for employment without regard to race, color, religion, sex, national origin, age, political affiliation, disability status or any other non-merit factors. Chelan/Douglas Regional Port Authority is also committed to diverse workforce, women, disabled persons, members of ethnic minority and other underrepresented groups are encouraged to apply.

Approved:

  
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James M. Kuntz  
Chief Executive Officer

  
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Date