GENESEE COUNTY

AIRPORT FUEL ATTENDANT

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for servicing and handling aircraft, exclusive of mechanical repairs. Work is performed in accordance with department and facility policies and procedures. Incumbents will receive training. Work is performed under the general supervision of a Senior Airport Attendant. Incumbent may be required to work various shifts and weekends; may be on 24 hour call. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists in the performance of line service for incoming/outgoing aircraft, including parking, refueling, cleaning windshields and checking oil;
Records fuel meter readings before and after pumping fuel and maintains inventory of gallons pumped and oil sold on daily recording form;
Withdraws and returns aircraft to hangars as required;
Secures aircraft for overnight tie down when necessary;
Refuels service trucks and participates in snow removal from runways;
Performs general grounds keeping work such as removing debris, raking leaves, mowing lawns, trimming shrubbery, shoveling snow, removing ice and assisting in the collection of rubbish and litter from airport facilities;
Attends training programs and courses.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Basic knowledge of maintenance techniques; willingness and ability to perform routine manual tasks; ability to follow simple oral and written directions; willingness to work under all weather conditions; willingness to respond to emergencies; dependability; manual dexterity; mental alertness.

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 occasionally required to reach with hands and arms. The employee constantly is required to stand; walk; and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.

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The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee is frequently exposed to wet and/or humid conditions.

The noise level in the work environment is usually moderate.

MINIMUM QUALIFICATIONS: None

SPECIAL REQUIREMENTS FOR APPOINTMENT AND CONTINUED EMPLOYMENT:
Possession of valid New York State Drivers License at time of appointment.
Successfully complete and pass a certified FAR 139 fueling safety course within six months of hire.

Pending Classification
3/6/02
Labor Class
Approved 11/19/07

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.