



ALLEN COUNTY
REGIONAL AIRPORT

Allen County Regional Airport Authority (KAOH)

700 Airport Drive, Lima, Ohio 45804

(419) 227-3225 // www.AllenCountyAirport.com

23 March 2023

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Senior Line Service

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Assistant Manager
Line Service

Airport Line Service Technician

General Information

Job Title Line Service Technician

Location Allen County Regional Airport

700 Airport Drive

Lima, OH 45804

Base Starting Pay \$17.00 + w/annual reviews

Relocation Expense Covered No

Employee Type Part-Time/On-Call w/ Notice

Required Degree High School Diploma

Prior Experience Required No

Manage Others No

Health Insurance No

OPERS Yes

Life Insurance Yes

AD&D Insurance Yes

Short/Long Term Disability Yes

Vacation/Sick Time Yes

Reports To: Airport Manager

FLSA Status: Hourly

Definition:

The line service technician assists pilots/passengers on incoming or outgoing aircraft, guide them to parking spots, assist pilots in securing their aircraft, and otherwise serve the general aviation pilots and their passengers. The line service technician will generally support the parking, fueling, towing of aircraft. They work with pilots and aircraft owners to identify and remedy any signs of incipient trouble with their aircraft. The line service technician has general responsibilities regarding the day-to-day operations of the airport grounds and runway. The line service technician is responsible for ensuring the safety and security of the Allen County Airport environment, pilots, and guests. They also ensures the airport

operates in a safe and efficient manner while adhering to Federal Aviation Administration regulations, Airport Standard Operating Procedures and other health and safety policies.

Required Training and Experience:

The position requires the successful completion of a high school degree. One (1) year of college coursework; a two (2) year technical degree is preferred, but not required. The senior lineman will need to successfully complete and pass a physical examination and perform random drug screening and consent to a background check. A valid Ohio driver's license is required; a CDL is preferred, but not required. Related aviation and/or customer service experience preferred. Additional training will be administered by supervisory staff when required (on the job training).

Required Knowledge & Skills:

Strong interpersonal and communication skills are necessary to ensure the delivery of quality customer service. The ability to work with other employees, pilots, and assist aircraft mechanics is required. The physical strength and stamina to move airplanes and perform cleaning or loading tasks is obligatory. Good vision and hearing are necessary to ensure the safety of patrons and employees. Mechanical skills are necessary as much of the work requires the use of equipment.

Description of Duties:

- * Perform fueling of aircraft according to ATA-103 specifications and Epic fueling procedures.
- * Move and park aircraft as needed.
- * Differentiate between aircraft engines and fuel types to prevent aircraft misfuelling.
- * Must be able to operate fire extinguisher, tow bars and tugs, various hand tools, radios, ground power units, fueling trucks and other vehicles.
- * Load and unload aircraft when asked.
- * Communicate with aviation band radios.
- * 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 calculate figures and amounts such as discounts, percentages, and sales tax.
- * Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- * Ability to deal with problems involving unusual situations in a professional manner.
- * Perform cleaning and de-icing of aircraft.

- * Ability to arrange for passenger transportation and hotel recommendations.
- * Building, runway, and grounds maintenance (Plow snow/Mow grass).
- * Other duties as assigned by the Airport Manager and ACRAA.
- * The ability to work flexible schedules or hours.
- * Issuing and retracting notices to airmen (NOTAM).
- * Help Groundskeeper/Airport Staff with winter and summer vehicle/equipment maintenance.
- * Help Groundskeeper/Airport Staff with winter and summer operations.
- * Assist Groundskeeper/Airport Staff with other tasks and duties.
- * Complete General Aviation TSA Security Awareness Online Training.
- * Assist in Wildlife Mitigation as needed.
- * Protect the wishes of the ACRAA in observing other agencies with their business around the airport.

Apply:

In person at the Allen County Regional Airport located at 700 Airport Drive, Lima, OH, 45804 or email applications to Josh Tattrie at manager@allencountyairport.com.

Thank you,

Josh Tattrie

AIRPORT MANAGER

(419) 227-3225

www.allencountyairport.com

manager@allencountyairport.com