



**2021 Saline County
Airport Maintenance/Attendant
Job Description**

Exempt: No
Department: Airport
Reports To: Airport Manager/Chairman
Location: Saline County Airport, 1100 Hill Farm Road, Bryant, AR 72022
Safety Sensitive: YES

GENERAL DESCRIPTION OF POSITION

This position provides general maintenance service for the airport and pilots. He/she responsible for safely driving and operating equipment used in maintenance; performs related duties as assigned by supervisor. This position is designated as a "safety sensitive position" as defined by Act 593 of 2017.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Directs aircraft to fueling site and sale of supplies. Assists fueling of aircraft, maintaining fuel logs, and running internet-based credit card transactions. Monitors fuel products.
2. Responsible for fuel farm maintenance and daily inspection requirements.
3. Responsible for fuel service truck operations and maintenance and inspection.
4. Monitor access to the terminal aircraft parking area and restrict access as may be appropriate.
5. Performs semi-skilled physical work in the maintenance and repair of airport facilities.
6. Operates a variety of airport maintenance equipment including but not limited to tractor, brush hog, mowers, weed eater, backhoe, snow removal equipment, ramp sweepers, light vehicles, etc.
7. Performs snow and ice removal of runways, taxiways, aprons, and airport roadways when necessary.
8. Makes needed repairs or replacements and performs preventive maintenance on Airport vehicles and equipment including oil changes, belts, bulbs, etc.
9. Performs ground maintenance tasks, including mowing, and brush removal, facilities maintenance and limited repairs.
10. Performs maintenance on airport grounds including mowing, picking up trash and emptying trash receptacles.
11. Performs various airport inspection functions.
12. Recognizes, evaluates and corrects safety hazards or advises immediate supervisor of same.
13. Alternates responding to evening, weekend, and holiday emergency call for service with the current Airport Manager. This is to alternate each week on Friday or as scheduled by the Airport Board or Chairman.
14. Directs arriving aircraft to parking.
15. Perform any other related duties as required or assigned.

QUALIFICATIONS

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

EDUCATION AND EXPERIENCE

Mental alertness and adaptability to office and field area work routines. Equivalent to four years high school or GED, with particular emphasis during high school in office skills, shop skills, or others, plus 12 to 18 months related experience and/or training, or equivalent combination of education and experience.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Valid Arkansas Driver's License Class "D"

ENVIRONMENTAL CONDITIONS

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

While performing the functions of this job, the employee is frequently exposed to work near moving mechanical parts, fumes or airborne particles, outdoor weather conditions, wet or humid conditions, extreme cold, extreme heat, risk of electrical shock; and occasionally exposed to work in high, precarious places, toxic or caustic chemicals, vibration. The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

The following physical activities 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 and expectations.

While performing the functions of this job, the employee is regularly required to stand, walk, talk or hear; occasionally required to sit, reach with hands and arms, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds; frequently lift and/or move up to 25 pounds; regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

ADDITIONAL INFORMATION

The duties listed above are intended only to show the various types of duties that will be performed. The omission of a specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. All positions within the Airport are assigned by the Airport Manager and are subject to be changed when deemed in the best interest of the office's operation. This job description does not constitute an employment agreement between Saline County Airport Commission and the employee and is subject to change by the employer if the need of the employer and requirements of the job change.