

City of Lake City, FL

Classification Description

Classification Title: AIRPORT LINEMAN III
Department: AIRPORT

Pay Grade: ~~8~~-4
FLSA Status: Non-Exempt

General Description

This position is responsible for the day to day airport flight line and maintenance operations for the Lake City Gateway Airport and working closely with airport customers, tenants, the Airport Manager, as well as the Airport Director. This position reports to the Airport Director.

Nature of Work

Essential Functions:

- Management of airport lineman, including developing and maintaining a work schedules for each airport lineman to ensure the airport flight line operations are covered during hours of operation.
- Scheduling daily facility maintenance to ensure the Lake City Gateway Airport property is clean and everything is operational, including grounds, runways, taxiways, hangar areas, terminal building, and equipment; to assist with providing services for transient and based aircrafts.
- Develop a training and safety program for all flight line operations and monitor each airport lineman to ensure each are following all airport operation policies and procedures.
- Assists the Airport Manager, in developing and implementing airport operational policies and procedures to ensure the efficient operation and optimum safety and security of all facilities under the jurisdiction of the City; confers with the Airport Manager concerning policies, programs and activities; makes policy recommendations where relevant. Is responsible for daily operations when Airport Manager is out.
- Assists in developing, directing and coordinating major programs and functions of the Fixed Based Operations Center, emergency coordination, airfield management, methods and procedures, duty management, terminal management, noise abatement, special projects and other activities as assigned; is responsible for the selection, training, supervision, and evaluation of subordinate personnel.
- Coordinates, interprets and enforces rules and regulations concerning airport operations and safety; establishes compliance policies and procedures regarding all City, State and Federal regulations, including the Federal Aviation Administration Certification and Security Regulations; Assists with the development and implementation of airfield, roadway and building inspection procedures; assists with the preparation and maintenance of operations directives and manuals, the emergency procedures manual and the Airport Disaster Plan.

AIRPORT LINEMAN CREW LEADER

- Perform all duties of a lineman and provides supervision of lineman during daily operational duties including aircraft fueling, procurement of fuel and fuel systems managements and maintenance management of the airport facilities.
- Assists with the business affairs with airport tenants.
- Assists with business enterprise programs; coordinates special projects and programs as assigned, including preparation of annual reports, economic impact studies, and gas sales.
- May represent the department at meetings and conferences of aviation committees and associations, chambers of commerce, governmental agencies and other groups.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform all duties as assigned.)

KNOWLEDGE, SKILLS, AND ABILITIES

Critical Skills/ Expertise: Employees must possess knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks. The abilities expected of all employees include being able to respond to supervision, guidance and direction of superiors in a positive, receptive manner and in accordance with stated policies, be appropriate groomed and attired so as to present a professional image in accordance with the organization's mission, goals, and policies; report for work promptly and properly prepared at the time and place required by the assignment or orders; notify the appropriate supervisor of intended absences in accordance with stated rules; conform with standards and rules regarding use of accrued time; demonstrate a polite, helpful, courteous, and professional image when engaged in any activity with the public; operate and care for equipment to manufacturer's specifications and/or within the specified parameters and in accordance with policies; demonstrate an understanding, consideration, and respect of cultural, religious, and gender differences when interacting with the public and colleagues. Critical skills/expertise identified for this job includes:

- Ability to use small office equipment, including copy machines or multi-line telephone systems;
- Ability to use computers for word processing and/or accounting purposes;
- Ability to supervise employees using or repairing heavy or complex machinery;
- Ability to supervise employees developing, installing, or repairing technology systems; and
- Ability to create and guide implementation of capital improvement plans or programs.

Minimum Qualifications: Graduate from an accredited college or university with an AA, AS or Bachelor degree or 4 years of any combination of education, training and experience in related field. Two (2) years lead work in lineman experience. Must possess a Class "B" Commercial Florida Driver's License.

ESSENTIAL PHYSICAL SKILLS

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without a hearing aid)
- Ability to communicate both orally and in writing
- Depth perception
- Distinguish colors

AIRPORT LINEMAN CREW LEADER

- Driving
- Climbing, Walking, Standing, Bending
- Tasting, Smelling

SELECTION GUIDELINES: Formal application, rating of education and experience; oral interview and reference check; job related tests might be required. The job description does not constitute an employment agreement with the employer, and requirements of the job may change. By signing below, I am indicating I have read and concur with the above description of my job.

Print Name

Date

Signature