

Town of Millinocket
Job Description
Airport Attendant

Job Title: Airport Attendant
Department: Airport
Reports To: Airport Manager
Prepared Date: March 23, 2023

SUMMARY

The Airport Attendant shall perform cleaning and general detail and maintenance at the Airport Building. This position will be 28 hours per week, which will include every other weekend May through November. This person will work in conjunction with the seasonal part time employee during the Summer. This person will be expected to learn and perform many different tasks required to safely operate the Airport. Great customer service is a must.

ESSENTIAL DUTIES AND RESPONSIBILITIES Other duties may be assigned as required in the circumstances.

Airport Terminal Building operation and maintenance
Airport property operation and maintenance
Mowing and Snow removal
Operation of heavy equipment (snow removal equipment)
Operation of mowing equipment (push mower, tractors, trimmers, etc)
Hangar operation and maintenance (safely moving airplanes)
Class B driver's license is required.
Tank smart B & C operators' certificate is required (training is in house)
Safely fueling aircraft (both Avgas and Jet Fuel)
Aircraft parts and Pilot Supplies retail sales

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED), Class A or B driver's license.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operation and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization. Excellent communication skills.

MATHEMATICAL SKILLS

Ability to add subtract two-digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

High School diploma or GED

Valid Maine State Driver's License without extensive motor vehicle restrictions is desirable.

PHYSICAL DEMANDS

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 regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance, stop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to sit and taste or smell. The employee must regularly lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the 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 regularly exposed to outside weather conditions. The employee is frequently exposed to moving mechanical parts. The noise level in the work environment can be high at certain times.