



JOB DESCRIPTION

AIRPORT ATTENDANT

Department: Public Works	Classification/FLSA: Full Time, Non-Exempt
Location: Atkinson Airport	Reports To: Airport Manager
Supervises: N/A	Salary Range: \$15.30 - \$19.15 hourly (Grade 4)
Benefits: Per City Handbook	Travel: As needed

Date Written/Revised: 03/03/2020; 10/01/2025

POSITION SUMMARY

The primary function is to maintain all areas of the City’s municipal airport that includes inspection and maintenance of runways, taxiways, buildings and grounds, airport and airfield lighting, aircraft fuel storage and distribution systems, security and fire systems, and airport emergency systems. This position’s regular shift is Tuesday through Saturday. Tuesday, Wednesday and Thursday hours are 7:00 am – 3:00 pm; Friday hours are 9:00 am to 5:00 pm; and Saturday hours are 8:00 am – 4:00 pm.

Due to the time-sensitive nature of airport operations, this position requires participation in Emergency Response Call-Back, requiring the employee to be available and able to respond on short notice to emergency or operational needs.

DUTIES AND RESPONSIBILITIES

- Take payments for fuel sales and track inventory
- Maintains and inspects runway, taxiways, airfield lighting, and cleans and adjusts directional signage for pilot information and safety
- Assist with maintenance and repairs all airport electrical, lighting, and fuel equipment; maintains buildings, hangars, movement and non-movement area pavement, emergency equipment, and related equipment
- Performs airport safety and security inspections for compliance with federal, state, and local airport rules and regulations
- Performs minor maintenance, repairs, and inspections on all vehicles and heavy equipment
- Refuel airplanes; ground handling of aircraft; and assists the public as needed
- Keep airport pavement free of foreign objects and debris;
- Works in a safe manner and reports unsafe activity and conditions. Follows City-wide safety policy and practices and adheres to responsibilities concerning safety prevention, reporting and monitoring as outlined in the City’s Safety Handbook.

POSITION COMPETENCIES

- Knowledge and ability to perform radio communication procedures and techniques

POSITION COMPETENCIES continued

- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines
- Learn and apply emergency response procedures related to aircraft accidents and procedures for notification to regulating authorities
- Remain alert and aware at all times to prevent injury or accident
- Carry out oral and written procedures and instructions
- Interpret technical data from manuals and regulatory publications
- Demonstrate integrity, ingenuity, and inventiveness in the performance of assigned tasks
- Operate a personal computer using program applications appropriate to assigned duties
- Operate a motor vehicle
- Communicate effectively both orally and in writing with the public and other employees

EDUCATION

- High school diploma or GED equivalency
- Preferred three (3) to five (5) years' experience in airport operations and security, ground and facilities maintenance; or any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work
- Valid Driver's License

PHYSICAL DEMANDS

The Airport Attendant's physical job demands include; Occasional maximum Lift of 50 lbs from Floor to Shoulder; Occasional maximum Lift of 40 lbs from Waist to Overhead; Occasional maximum Carry of 35 lbs, 100 feet; Occasional maximum Pull Vertical force of 65 lbs; Occasional maximum Push/Pull Horizontal force of 20 lbs; Occasional maximum Grip force of 35 lbs; Occasional Climb to 25 inches; Frequent Reach, Forward; Occasional Reach, Overhead; Occasional Bend; Occasional Bend/Crouch; Occasional Crouch / Kneel; Occasional Balance; Occasional Foot Coordination; Frequent Hand Coordination; Occasional Sit; Frequent Stand; Occasional Walk
PDC Level: Heavy