



City of Crawfordsville – Line Technician/General Laborer

Job Title:	Line Technician/General Laborer	Job Category:	Non-Exempt
Department/Group:	Aviation	Job Code:	
Location:	Crawfordsville Regional Airport	Travel Required:	Yes
Level/Salary Range:	Contingent on Experience	Position Type:	Part Time
HR Contact:	Clerk-Treasurer’s Office – Human Resources	Supervisor:	Airport Manager
Job Purpose:	Assists Airport Manager with day to day operations and safety of the Crawfordsville Regional Airport including fueling, grounds, runway and building maintenance, tie-down, and hangar rentals. Understands, enforces and ensures compliance with Federal Aviation Administration regulations.		

Duties and Responsibilities:

- Compliance with the Code of Conduct and Ethics as outlined in the Employee Handbook.
- General custodial responsibilities including the cleaning and maintenance of the Airport Terminal Building, including all common areas in a clean, professional and businesslike manner.
- Move aircraft in a safe and hospitable manner on ramp and in hangar.
- Park aircraft on ramp in appropriate locations and assist in fueling.
- Take reservations, reserve rental cars, and provide excellent customer service by offering coffee and/or water/other services.
- Performs minor maintenance to airport buildings, grounds and equipment, including mowing and snow removal.
- Provide for and assures quality service to all users of the airport.
- Operate radio, reports weather and runway conditions, and issues NOTAMs to pilots and Flight Service.
- Assist Airport manager in the performance of daily inspections of space and facilities, including but not limited to runway, taxiways, navigational aids and lighting to meet State and Federal airport rules and regulations. Performs other safety inspections as assigned.
- Responds to and assists with aircraft emergencies, facility equipment failure, airfield navigation aids and airfield lighting failures.
- Ensure proper fuel sump procedures and documentation.
- Receive fuel deliveries to farm and delivers fuel to aircraft.
- Working knowledge of all billing procedures and computer programs used by airport.
- Perform duties in a manner consistent with the goals, policies and objectives of the airport as directed by BOAC and Airport Manager.
- Performs other duties as assigned.

Job Requirements:

- **Education:** High school diploma or equivalent required.
- **Experience:** Experience in airport operations preferred.
- **Skills and Abilities:** General knowledge and experience with equipment, facilities, materials, methods and procedures used in general aviation operations. Valid operator’s license required.
- **Physical:** Physically able to work if called in on emergency after hours. Sitting, walking and standing for extended periods of time and occasional lifting and carrying objects weighing up to 75lbs.

By signing, I acknowledge that I have read, understand and will comply with the duties and responsibilities for employment in this position.
The City of Crawfordsville is an “at will” employer and has the right to terminate the employment relationship at any time.

Employee Signature: _____
Date: _____

Approved By: