

LINEMAN SHALL BE ACCOUNTABLE FOR THE FOLLOWING
RESPONSIBILITIES/DUTIES
August 2020

Safety

- Linemen are expected to work safely at all times and during all tasks described below, and to report any unsafe conditions to the Airport Manager
- Linemen are expected to help maintain a clean, orderly and safe working environment at all times
- All tasks must be performed with the equipment provided and in compliance with any specific training or guidance provided

Daily - General

- Fuel aircraft using both 100LL pump system and the Jet A fuel truck
- Tow aircraft as required, using a wing walker when required to prevent aircraft damage
- Mow grass and weed whack other vegetation on airport grounds
- Plow and shovel any snow at such times as may be required to keep the Airport open
- Perform housekeeping tasks as required in all areas of the Airport not rented to others, including sweeping and mopping floors, emptying waste baskets and garbage pails and cleaning bathrooms
- Assist with handling all front desk duties such as greeting customers, advising pilots of airport conditions via radio, answering phones, and bookkeeping duties.
- Carry a portable phone while leaving the front desk area whenever assigned to such duties

Daily - When Airport Manager is not scheduled

- Open airport offices (7:00 am)
- Check flight aware for incoming flights
- Check phone for messages and respond accordingly
- Check emails/texts and respond accordingly
- Launch scheduled departing aircraft as needed
- Check all runways and taxiways for FOD – burned out light bulbs, debris, etc.
- Check all buildings – heat, water, leaks etc.
- Check all fuel systems – sump all tanks for H2O
- Supervise fuel deliveries
- Check delivery of fuel by checking tanks for fuel type and capacity
- Test fuel as per fuel vendors SOP
- Finalize fuel delivery by verifying proper amount, measure tanks, record recording and confirm amounts on receipt
- Check “fuel master” for previous days sales and accuracy
- Confirm pumps are in working order
- Answer phone throughout day
- Monitor radio for aircraft in area
- Rollout aircraft as needed with the assistance of a wing walker
- Observe and respond to unfamiliar vehicles on airport property

Grounds, Buildings, Equipment and Vehicle Maintenance

- Assist the Airport Manager with maintaining and preparing all equipment for use during the appropriate season
- Assist with the inspection, maintenance and repair of airport buildings as required
- Return all tools and equipment to their proper place upon completion of any task

General

- Provide a courteous and supportive response to the needs of airport customers, tenants and airport-based businesses as they arise in a timely manner
- Communicate openly with the Airport Manager on any and all issues requiring attention, including any questions or concerns about the Lineman duties and responsibilities
- Be receptive and responsive to guidance, performance improvement and correction, and new assignments provided by the Airport Manager
- Wear and maintain clean work clothing and maintain a neat and professional appearance at all times
- Apply initiative to all required tasks, performing them pro-actively rather than waiting for specific instruction or requests
- Perform other various tasks as deemed appropriate from time to time in the best interests of the airport and its customers

Certifications (schools and/or seminars needed to run airport)

- Fuel Supplier Quality Control/fuel management/miss-fueling prevention
- TSA General Security Course
- PA Class A/B Petroleum Storage Tank Operators training (mandated by DEP)

Acknowledgement of understanding and receipt:

Employee Name

Date

Employee Signature

