**Piper Memorial Airport City of Lock Haven**

**Job Title:** Part-time Laborer

**Work Site:** City of Lock Haven Piper Memorial Airport

**Work Hours:** Vary

**Salary:** $11.28 per hour

**Supervisor:** Airport Manager Doug Wenker, who reports to the Director of Public Works

**Job Definition:**  The airport part-time laborer position is a customer service job that is responsible for supporting ground operations for inbound and outbound aircraft, flight crews and passengers. This position requires the following: good decision-making skills, the ability to follow city procedures, flexibility in a dynamic working environment, as well as possess good interpersonal skills, and ability to work safely by following proper safety procedures when fueling small aircraft, operating vehicles and groundskeeping equipment, and around moving parts and aircraft. The part-time laborer will receive training in the operation of equipment, and in the proper use of safety equipment.

**Duties:**

* Fuel aircraft in accordance with the city’s Piper Memorial Airport and AV fuel quality control standards.
* Tow and marshal aircraft, and ensure aircraft are chocked, locked and secure.
* Assist pilots with aircraft pre- and post- flight services and drivers, and flight crews on ramp area.
* Top off fuel trucks and fill out proper fuel paperwork.
* Assist other departments as required including facility cleaning and other tasks assigned.
* Provide transportation for pilots and passengers to and from aircraft, hotels, restaurants, and other parts of the airport courtesy car.
* Operate ground support equipment and assist with general grounds keeping (grass cutting, plowing snow, weeding, picking up paper and trash, general housekeeping, etc.)
* Daily inspection of airport runway lighting systems and fuel trucks.
* Maintain airport safety inspection records.
* Communicate with pilots using Airport Unicom.
* Complete sales by handling cash or operating credit card machine.
* Other duties and tasks may be assigned as needed.

**Required Knowledge, Skills and Abilities:**

* Basic math and reading skills.
* Sufficient physical strength and freedom from disabling defects to perform assigned tasks.
* Ability to work outdoors in adverse weather conditions.
* Willingness to work flexible hours.
* Ability to perform heavy manual tasks for extended periods of time, ability to work safely, ability to communicate effectively verbally and in writing, ability to establish and maintain effective working relationships with employees, other departments and the public.

**Special Requirements:**

* Must possess a valid Pennsylvania driver’s license
* Must be 18 years of age or older
* General electrical and mechanical knowledge helpful
* Ability to work in a confined space environment

**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 use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand, talk, or hear. The employee is occasionally required to walk, sit, climb or balance, stoop, kneel, crouch, or crawl, and smell.
* The employee must be physically agile and able to climb steps and ladders.
* The employee must be able to operate a mobile radio and portable radio for safe operations and for effective communications with all personnel.
* The employee must frequently life and/or move up to 50 pounds and occasionally life 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 the 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 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 regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals and risk of electrical shock.
* The noise level in the work environment is usually loud.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person hired for this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required to perform the job.