

Job Description: AIRPORT MANAGER/PILOT/MECHANIC

CLASS NO. 2301

EEOC CATEGORY: Officials and Administrators

PAY GROUP: 25

FLSA: Exempt

SUMMARY OF POSITION

Performs general work related to the operation of small airports, including aircraft maintenance, airport maintenance, and piloting Mosquito Control aircraft.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Commissioner's Court.
2. Directs: This is a supervisory position.
3. Other: Has contact with other airport and county employees and the general public.

EXAMPLES OF WORK

Essential Duties*

Maintains aircraft in proper working order and determines when service is required;

Performs routine and preventive maintenance on aircraft, including changing oil and filters and ensuring all aircraft are properly lubricated;

Ensures aircraft comply with FAA regulations;

Inspects airport fuel tanks for water in fuel;

Maintains fuel meter readings for accurate fuel inventory;

Refuels aircraft, prepares fuel bills, and collects payment for supplied fuels;

Assists pilots as necessary;

Flies Mosquito Control's aircraft as necessary, including spraying for mosquitoes;

Maintains airport in a neat manner, including cleaning hangars and inspecting runways;

Answers airport telephone and aircraft Unicom radio and provides basic weather conditions/active runway information to pilots; and

*For the purpose of compliance with the American with Disabilities Act (ADA).
This job description does not take into account potential reasonable accommodation.

CLASS NO. 2301 (Continued)

Attend meetings as required.

Other Important Duties*

Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: safe procedures for working around aircraft; radio procedures related to aircraft air and ground communications; and different aircraft fuels to ensure proper refueling of aircraft.

Skill/Ability to: properly refuel and service small aircraft; effectively operate airport equipment; demonstrate proficiency in oral communication, including using proper procedures for Unicom radio; maintain complete, accurate records as required; maintain effective working relationships with other county employees and the general public; and maintain appropriate necessary certifications.

ACCEPTABLE TRAINING AND EXPERIENCE

High school graduation, or its equivalent, plus at least three years of experience as an airplane pilot; including aerial agricultural spraying, or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

CERTIFICATES AND LICENSES REQUIRED

Commercial Fixed-Wing - Commercial Instrument Fixed-Wing - A & P Mechanic w/IA

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8/2012