

## **AIRPORT ATTENDANT**

DISTINGUISHING FEATURES OF THE CLASS: This is responsible work insuring for the safe and efficient operation of the Airport and its facilities and performing maintenance on the airport facilities and equipment. The work is performed under general direction.

### TYPICAL WORK ACTIVITIES:

Handles and parks aircrafts, occasionally refueling;

Performs general maintenance of the airport building and grounds;

Performs general maintenance in plowing, mowing of the runway and grounds;

Operates various airport equipment, such as gasoline trucks, mowers, pickups, etc.;

Answers telephone and unicom requests regarding various airport conditions;

Monitors, inspects and performs minor maintenance on the ILS and NAVAIDS Systems and facilities as required by F.A.A.;

Charges and collects landing and parking fees;

Monitors and patrols the airport area to protect visitors and provide security of aircraft;

Trains in Crash-Fire-Rescue procedures and responds to all CFR incidents;

Take altimeter readings and calculations during the absence of a weather observer and other related duties; and

Issues and cancels NOTAMS as directed.

### FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of the servicing of aircraft; mechanical aptitude; ability to make minor repairs on all equipment used; ability to understand written and oral directions; ability to acquire knowledge of airport rules and regulations; initiative; dependability; ability to communicate clearly with pilots; ability to get along with others; alertness; and resourcefulness.

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### MINIMUM QUALIFICATIONS:

Possession of a valid driver's license appropriate for the vehicle being operated.

Revised in Classplan: 10/5/2022

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Last Reviewed: 7/12/96  
Jurisdictional Class: Non-Competitive  
Public Hearing:  
NYS Civil Service Commission Approval: