

## **AIRCRAFT SERVICE SUPERVISOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a working supervisory position involving responsibility for satisfactory accomplishment of duties related to servicing and operating general aviation use facilities. An employee in this position has charge of an eight hour shift and supervises four to five aircraft service workers involved in performing services to aircraft and related functions associated with the Fixed Base Operation (FBO). An employee in this class is also responsible for the operation of specialized aircraft ground operation equipment. In the absence of specific instructions, an employee at this level is expected to exercise independent judgment and initiative in the performance of routine and emergency work. The incumbent may be required to complete in-house training in fire and rescue techniques, in order to assist fire and rescue crews in an emergency. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Directs and participates in all phases of aircraft servicing;  
Relays instructions to, and provides training, as required of shift personnel in the performance of services and the operation of equipment;  
Ensures that the aircraft ground servicing equipment is properly serviced and maintained;  
Oversees equipment and tools assigned to, and used by, the shift;  
Supervises daily maintenance services of aircraft fuel storage and fuel dispensing units;  
Makes written reports and general activity reports, as well as, performing financial functions associated with doing normal business;  
May assist fire and rescue crews in an emergency.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Thorough knowledge of practices, tools and equipment used in servicing general aviation aircraft; good knowledge of aircraft handling practices and field operation; good knowledge of, and demonstrated skill in, operation of specialized aircraft ground servicing equipment, including fuel storage and dispensing units; ability to prepare and make simple reports; ability to plan and supervise the work of other; ability to learn aircraft rescue, fire rescue and disaster techniques.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Two (2) years of experience involving operation of aircraft servicing motor equipment, which shall have been in a supervisory capacity; **OR**
- (B) Four (4) years of experience involving operation and servicing of large motor vehicles, such as trucks or buses; two (2) years of which shall have been in a supervisory capacity; **OR**
- (C) An equivalent combination of training and experience, as defined by the limits of (A) and (B) above.