



MOORE COUNTY GOVERNMENT



Position Vacancy Announcement

LINE SERVICE TECHNICIAN - AIRPORT

*This Position is Part Time with **NO** Benefits*

Vacancy Number
16-1036

Hiring Range
\$10.00 Per Hour

Opening Date
March 4, 2016

Closing Date
OPEN UNTIL FILLED

ESSENTIAL JOB DUTIES

The Moore County Airport is accepting applications for **Line Service Technicians**: Part time employment with no benefits. Duties include but are not limited to providing flight line services to general aviation customers. Required to be available to work evenings, weekends and holidays.

KNOWLEDGE AND SKILL REQUIREMENTS

- Responsible for all hangaring and line services of aircraft;
- Maintains all vehicles in a workable and clean condition;
- Responsible for fuel farm, ramp, hangars and tie down areas as related to serving customers and staff;
- Responsible for maintaining all buildings, grounds and customer needs.
- Keeps hangars clean and operational;
- Keeps ramps clean with ample chocks and tie down equipment;
- Keeps fuel trucks clean and free of trash both inside and outside;
- Monitor fuel levels, maintaining a minimum of 1500 gallons fuel in Jet-A Truck and 500 gallons fuel in AV gas truck at all times;
- Ensure all airport owned vehicles, tugs, and golf carts are fueled and oil checked on a weekly basis.
- Assist with cleaning buildings and grounds at all times (when not actively engaged in serving aircraft customers);
- Monitor information in the Red Book for service requests and movement of aircraft requiring services;
- Meet every inbound aircraft by directing them where to park, putting out red welcome mat, assisting with luggage, fuel orders, etc.;
- Assist all departing aircraft and customers with all needed and/or requested services;
- Cover front desk as requested, or when Customer Service Representative is not present;
- Responsible for all lighting on airport grounds;
- Performs other duties as requested;
- Works in and is exposed to all types of weather conditions;
- Required to perform duties with safety as number one priority;
- Handles all aircraft in a professional and safe manner to ensure no damage to aircraft.

LICENSE AND CERTIFICATION REQUIREMENTS

- Must possess and maintain a valid North Carolina Drivers License;
- Must be trained and must pass certifications for fire and rescue operations for the Moore County Airport;
- Must be trained and must pass certifications on all required areas for Part 139 Airport Certification, and any other required training as required by federal, state and local laws.

PHYSICAL REQUIREMENTS

This is heavy work requiring the exertion of 100 pounds of force occasionally and up to 50 pounds of force frequently; work requires considerable physical activity including walking, lifting, reaching, stooping, standing, grasping, balancing, climbing, kneeling and crouching; worker is subject to inside and outside activities with no effective protection from weather changes, noise, vibrations, job hazards and atmospheric conditions; visual acuity is required to inspect for defects and operate equipment; work requires hearing sufficient to accurately perceive information at normal spoken word levels.

The County of Moore is a drug-free workplace and Equal Opportunity employer.

In compliance with the Immigration Reform and Control Act of 1986, Moore County will employ only those individuals who are U.S. citizens or legal aliens authorized to maintain employment in the United States.

All applicants tentatively selected for this position will be required to submit to a background check, pre-employment drug test and post offer physical.

Moore County is an E-Verify Participant

Submit your completed County of Moore Application To:
Moore County Airport
P.O. Drawer 5809
Pinehurst, NC 28374
Phone: (910) 692-3212,
Ext. 234 (Crystal Meyers)

You may also pick up an application at:
Moore County Airport
7825 Aviation Drive
Carthage, NC 28374

Resumes and references must accompany application. Incomplete, unsigned, or any application other than a Moore County Airport or County of Moore application will not be forwarded to the hiring authority.

Applications received after the closeout date/time indicated will not be eligible for consideration.

Moore County Human Resources Office is not responsible for failure to receive faxed applications.

Please take a moment to ensure your transmission was received.