



## City of Greenwood – Line Technician/General Laborer

<b>Job Title:</b>	Line Technician/General Laborer	<b>Job Category:</b>	Non-Exempt
<b>Department/Group:</b>	Airport	<b>Job Code:</b>	
<b>Location:</b>	Indy South Greenwood Airport 897 Airport Pkwy Greenwood, IN 4643	<b>Travel Required:</b>	Yes
<b>Level/Salary Range:</b>	Contingent on Experience	<b>Position Type:</b>	Part Time
<b>HR Contact:</b>	Director of Human Resources	<b>Supervisor:</b>	Airport Manager
<b>Fax or E-mail:</b> (317) 887-5868 or HR@greenwood.in.gov	<b>Mail: City of Greenwood</b> Attention: Human Resources Department 300 S. Madison Avenue Greenwood, IN 46142		
<b>Job Purpose:</b>	<b>Assists Airport Manager with day to day operations and safety of the Indy South Greenwood Airport including fueling, grounds, runway and building maintenance, tie-down, hangar rentals and airport staff. Understands, enforces and ensures compliance with Federal Aviation Administration regulations.</b>		

### Duties and Responsibilities:

- Compliance with the Code of Conduct and Ethics as outlined in the Employee Handbook.
- General custodial responsibilities including the cleaning and maintenance of the Airport Terminal Building, including all common areas in a clean, professional and businesslike manner.
- Move aircraft in a safe and hospitable manner on ramp and in hangar.
- Performs minor maintenance to airport buildings, grounds and equipment, including mowing and snow removal.
- Provide for and assures quality service to all users of the airport.
- Operate radio, reports weather and runway conditions, and issues NOTAMs to pilots and Flight Service.
- Assist Airport Manager in the performance of daily inspections of space and facilities, including but not limited to runway, taxiways, navigational aids and lighting to meet State and Federal airport rules and regulations.
- Assists Airport Manager in the performance of weekly safety inspections as required by the City of Greenwood Safety Manual.
- Respond to and assists with aircraft emergencies, facility equipment failure, airfield navigation aids and airfield lighting failures.
- Insure proper fuel sumping procedures and documentation.
- Receive fuel deliveries to farm and delivers fuel to aircraft.
- Working knowledge of all billing procedures and computer programs used by airport.
- Perform duties in a manner consistent with the goals, policies and objectives of the airport as directed by BOAC.
- Performs other duties as assigned.

### Job Requirements:

- **Education:** High school diploma required.
- **Experience:** One year experience in airport operations preferred.



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- **Skills and Abilities:** General knowledge and experience with equipment, facilities, materials, methods and procedures used in general aviation operations. Valid operator's license required.
- **Physical:** Physically able to work if called in on emergency after hours. Sitting, walking and standing for extended periods of time and occasional lifting and carrying objects weighing up to 50lbs.

By signing, I acknowledge that I have read, understand and will comply with the duties and responsibilities for employment in this position. The City of Greenwood is an "at will" employer and has the right to terminate the employment relationship at any time.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Approved By:**