



## Stafford Regional Airport

<b>Job Title:</b>	Line Service 1	<b>Job Category:</b>	Staff
<b>Department/Group:</b>	FBO Staff	<b>Job Code/ Req#:</b>	NA
<b>Location:</b>	Stafford Regional Airport	<b>Travel Required:</b>	None
<b>Level/Salary Range:</b>	\$13 - \$25 per hour	<b>Position Type:</b>	Full Time or Part Time, as required
<b>HR Contact:</b>	James L. Stover	<b>Date Posted:</b>	
<b>Will Train Applicant(s):</b>	90-day initial training period	<b>Posting Expires:</b>	NA
<b>External Posting URL:</b>	www.staffordairport.com		
<b>Internal Posting URL:</b>	NA		
<b>Applications Accepted By:</b>			
<b>FAX OR EMAIL</b> info@staffordairport.com		<b>MAIL:</b> Stafford Regional Airport 95 Aviation Way Fredericksburg, VA 22406	
<b>Job Description</b>			
<b>ROLE AND RESPONSIBILITIES</b>			
<p>Line service personnel serve as the interface between the airport and the airports customers, tenants and the general public. They are responsible for the safe, efficient and accurate refueling procedures for all aircraft that require those services.</p> <ul style="list-style-type: none"> <li>• Ensure familiarity with all fueling and handling procedures for all types of fuel and lubricants offered at the airport.</li> <li>• Obtain and maintain fuel handling currency through course certification.</li> <li>• Refuel customers on an immediate basis.</li> <li>• Assist passengers in any appropriate manner to embark / disembark the aircraft, including placement or rental cars, assistance with luggage, and any help with customer requests for information or services.</li> <li>• Notify management of any discrepancies, unsafe conditions, equipment or conditions requiring maintenance or other anomalies that would be of concern to management.</li> <li>• Marshall jet, turbo prop and military aircraft as necessary.</li> <li>• Process customer purchases and fuel transactions and ensure that all documentation, receipts and accounting records are accurately completed and processed.</li> <li>• Monitor the UNICOM radio and communicate with pilots as needed.</li> <li>• Assist customers in reserving rental cars. Pre-park cars as requested by customers.</li> <li>• Provide lavatory cart services to aircraft as requested.</li> <li>• Maintain daily quantity control records.</li> <li>• Perform various janitorial services and house-keeping duties.</li> <li>• Perform lawn maintenance, grounds keeping and snow removal duties.</li> <li>• Perform other operational duties as required.</li> </ul>			

# Stafford Regional Airport

## QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Must be 18 years old.
- Must possess a Virginia driver's license and have a good driving record.
- Must be able to complete a fuel handler's training course within 90 days of employment and recurrent training thereafter.
- Must be able to take and pass a first aid course, including use of the defibrillator used at the airport.

## PREFERRED SKILLS

- Knowledge of how to use Microsoft Office word processing.
- Good interpersonal skills, customer focused and able to work with a team toward attaining the airport's goals and objectives.
- Self-starter who seeks to identify and address issues without constant supervision.

## ADDITIONAL NOTES

- Maintain the FBO desk in a neat and professional manner
- Greet every customer in a courteous, positive manner
- Use office equipment only for official use.
- Maintain a neat, clean appearance. Dress in accordance with airport policies and wear SRA specific cloths to the extent possible.

Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time