

AIRPORT ATTENDANT

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for safeguarding aircraft, buildings, and grounds at the Grater Binghamton Airport and may assist in fueling and directing aircraft and vehicles to designated parking areas. The incumbent also performs varied routines and tasks involved in the cleaning and maintenance of airport buildings and grounds. Work is performed under the direct supervision of a higher-level supervisory. Does related work as required.

TYPICAL WORK ACTIVITIES:

Either alone or as a member of a group, performs varied routine tasks concerned with the care of airport offices, hangers, terminals, and grounds;

In accordance with established procedures, takes precautions to prevent fire, theft, or other conditions endangering property and equipment;

Reports unsafe conditions or occurrences which may present a hazard to airport operations;

Assists in directing aircraft to designated parking areas and may supply them with fuel and oil;

May provide aircraft services such as aircraft ground handling, deicing, baggage handling, lavatory, and potable water service;

May collect specified fees for the use of the airport;

Turns airport lights on and off and replaces defective lamps;

Performs snow removal such as running equipment, shoveling snow, and spreading sand or salt on icy surfaces;

Performs general landscaping duties such as mowing lawns, trimming hedges, and disposing of trash;

May operate equipment as directed;

Sweeps, mops, washes, waxes, polishes, dusts, vacuums, and performs other chores concerned with the cleaning and care of floor, walls, furnishings, windows, equipment, and aircraft;

Keeps simple records;

Conducts inspections.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the procedures, methods, tools, equipment, and supplies used in cleaning and washing windows and floors, in waxing and polishing surfaces, in dusting desks, chairs, and other furniture;

Working knowledge of the problems involved in safeguarding large areas and routine work involved in the care of airport buildings and grounds;

Ability to read, write, speak, and understand English sufficiently to perform the duties of this position;

Ability to understand, remember, and carry out oral and written directions;

Ability to analyze simple problems, organize assigned work, and develop effective work methods;

Ability to learn quickly from oral and written explanations and from demonstrations;

Ability to note significant conditions and take the proper action in accordance with prescribed procedures;

Ability to report significant conditions noted and actions taken, conduct inspections, and to keep simple records;

Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma.

SPECIAL REQUIREMENTS:

- 1) Appointees will be required to possess a driver's license valid in New York State only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.
- 2) May be required to lift up to 50 lb items.
- 3) Possession of an Airport Security Badge within three months of appointment.