**CITY OF WILLISTON – Williston Municipal Airport**

**Revised Date:** 2/28/2022 **Non-Exempt**

**Paygrade:**  **UNION: Not Eligible**

**AIRPORT OPERATIONS TECHNICIAN**

Salary Range: $25,480-$31,200

Supervisor: Benton Stegall

**GENERAL STATEMENT OF JOB:**

This Part-Time position is responsible for assisting the Airport Manager and Fixed Base Operator (FBO) with daily operations of the Williston Municipal Airport, which is open 7 days a week.

**ESSENTIAL JOB FUNCTIONS:**

Refueling Aircraft with appropriate grade of fuel and updating fueling records accordingly, refueling fuel trucks, moving aircraft in and out of the hangers at customer request, interact with point of sale software in order to conduct fuel sale transactions, interact with Pilots and other Aircrew as required

Answer phone calls regarding Airport matters such as questions, leases, complaints, agenda requests.

Responsible for receipting all revenue batches collected.

Record all fuel sales.

Responsible for maintaining accurate files such as fuel logs and monthly fuel reports

Finalize original documents with proper signatures.

Collections of Rental Fees

Assess Penalties

Issue Credit at the discretion and approval of Airport Manager

Assist in recording of differed revenue.

Balance monthly fuel sales and inventory reports.

**CUSTOMER SERVICE:**

Moderate volume of customer service performed by assisting customers in person and occasionally by phone.

**NON-ESSENTIAL JOB FUNCTIONS:**

Perform other related duties as assigned.

**MINIMUM QUALIFICATIONS:**

1 year customer service experience

High School diploma or equivalent

**CERTIFICATIONS / LICENSES:**

Valid Driver License Required. Valid Florida Driver License required within thirty (30) days of appointment.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Ability to effectively work as a team member.

Ability to communicate effectively, both verbal and in writing.

Ability to work effectively with Department Heads, representatives of other agencies, other employees, and the general public.

Ability to maintain security and confidentiality.

**PHYSICAL AND WORK ENVIRONMENT:**

Ability to lift and move 30-40 lbs. consistently.

Ability to be on your feet for long periods of time.

Ability to handle exposure to aircrafts and equipment.

Ability to work outdoors for long periods of time.

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change (e.g., emergencies, change in personnel, workload, rush jobs, or technological developments).

*The City of Williston, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*