



Jefferson County Regional Airport Authority
Jefferson County Airport
600 Airpark Drive
Winterville, Ohio 43953-9237

Help Wanted

Airport Maintenance/Operations/Clerical and Seasonal Workers

The Jefferson County Commissioners will receive applications for seasonal and operations, non-classified position workers. The successful candidates, under supervision, will be responsible for, among others, performing a wide range of duties to support airport administrative, maintenance and operations activities. Duties may be performed in, but are not limited to, assignment areas including serving visitors to the airport in every capacity, aircraft fueling via pump system or by truck, traffic/parking control, general aviation/charter aircraft parking/services, airport grounds/facility maintenance, and point of sale accounting/paperwork maintenance. Duties may be performed in any and all assignment areas and any location on a rotational or other basis to meet workload demands. Extensive public contact, customer service, and attention to security and safety issues are essential responsibilities. A valid driver's license is required. The starting wage is dependent upon prior experience.

Complete job descriptions, duties, requirements, and application may be obtained on the Airport's web site at www.jeffersoncountyairpark.net, by email at manager@jeffersoncountyairpark.com, or by calling the Airport Manager at 740-264-5388. Return applications by email to manager@jeffersoncountyairpark.com until 5:00 P.M., Friday, March 1, 2024. The Airport is an Equal Opportunity Employer.

JEFFERSON COUNTY REGIONAL AIRPORT AUTHORITY

JOB POSITION AND DESCRIPTION

AIRPORT MAINTENANCE/OPERATIONS/CLERICAL WORKER

GENERAL

This is an at will, non-classified position and serves at the pleasure of the Jefferson County Regional Airport Authority (JCRAA). Depending upon airport activity and financial position, the JCRAA shall determine if the position will be full-time or part-time and may change the status at any time circumstances warrant. Part-time is defined as not to exceed twenty-nine (29) hours weekly. All job positions are Jefferson County employees but are supervised by the JCRAA.

DEFINITION

Under supervision, performs a wide range of duties to support airport maintenance and operations activities. Duties may be performed in, but are not limited to, assignment areas including; serving visitors to the airport in every capacity, aircraft fueling via pump system or by truck, traffic/parking control, general aviation/charter aircraft parking/services, airport grounds/facility maintenance, and point of sale accounting/paperwork maintenance. Duties may be performed in any and all assignment areas and any location on a rotational or other basis to meet workload demands. Extensive public contact, customer service, and attention to security and safety issues are essential responsibilities.

DUTIES, KNOWLEDGE, AND ABILITIES

Note: The following duties are planned; however, employees may perform several additional and related duties.

DUTIES:

1. Monitors activities at every area of the airport and reports as necessary
2. Operates/drives an airport vehicle on the ramp for fueling operations and to respond to security issues and other needs
3. Performs and instructs on fuel handling activities and servicing of aircraft and other related aircraft operations
4. Assists in training and safety practices for other personnel that drive and/or operate assigned fueling equipment
5. Coordinates with emergency personnel during medical and security incidents
6. Explains and clarifies airport regulations, policies and procedures to transient and private pilots and the public
7. Provides escort and accommodation services as needed
8. Resolves public complaints and concerns
9. Explains and clarifies airport regulations, policies, and procedures to internal and external customers
10. Operates power equipment, such as floor polisher, vacuum machines, floor scrubbers, wall washers, decontamination equipment, battery driven tow vehicles.
11. Sweeps, mops, and waxes floors.
12. Dusts and polishes furniture and woodwork.

13. Cleans toilets and bathrooms.
14. Loads and unloads garbage, refuse, and scaled disposal containers into bins.
15. Washes windows, interior glass, window sills, walls, and baseboards
16. Researches and resolves internal and external customer problems
17. Greets and assists airport patrons and tenants in every accepted capacity
18. Answers telephones and operates radio equipment
19. Acts as a liaison between operators and/or traveling public as necessary.
20. Patrols and inspects airport property and other assigned areas (e.g., buildings, lighting, hangers, gates, parking lots, runways, taxiways, tarmacs) to ensure airport maintenance, security, and safety regulations are followed
21. Removes foreign objects from operations areas and roadways, including stray or dead animals
22. Identifies and reports unsafe operating conditions, breaches in security and suspicious persons and activities to the appropriate person
23. Assists in airport emergency calls, drills, and exercises
24. Enforces airport traffic and parking regulations
25. Evaluates public safety inquiries and develops informational packets to provide prompt resolution to basic service issues
26. Provides information and direction to airport tenants, contractors, and airport employees, as requested
27. Explains parking programs, policies and procedures to airline personnel and other airport tenants
28. Reports and initiates work request orders for missing parking regulatory signs
29. Compiles data on aircraft activities, airport operations, facilities, and equipment; monitors and documents activities, usage, and inventory; and completes related documents and reports
30. Processes fuel and lubricant orders; monitors and maintains related inventories and logs; and prepares necessary reports
31. Computes and collects parking/tie down, fueling, landing and other service fees; processes and records sales; prepares and issues receipts; invoices and statements
32. Completes reports and maintains records for assignment area
33. May check DMV records for vehicle registration information
34. Computes and collects appropriate fees for assignment area
35. Prepares and issues receipts and records in airport accounts receivable computer program
36. Operates and maintains fuel systems and tankers
37. Services, maintains, and cleans fueling and other general-purpose vehicles and equipment
38. Fuels air carrier, military, and general aviation aircraft
39. Cleans and disposes of minor fuel and oil spills
40. Directs aircraft parking
41. Directs pedestrian and vehicular traffic
42. Directs approved vehicle parking
43. Performs vehicle inspections
44. Sump fuel to determine water contamination and record in logs – tanks, truck, and pumps
45. Dip tank weekly to determine fuel quantity available
46. Transfer fuel to fuel tanker when necessary
47. Accept fuel deliveries if delivered during shift – arrive early, unlock gates and cabinet, and set up system so driver can connect quickly

48. Assist in mowing grass, trimming, snow removal, and general grounds maintenance duties
49. Operate bi-directional tractor, zero-turn mower, mowers, fuel truck, aircraft tug, plow truck
50. Record aircraft operations count
51. Accept customer payments, operate credit card machine, enter in account program, and prepares and issues receipts, assists in preparation of monthly statements and invoices, and mails
54. Assist with purchasing fuel and other supplies
55. Balance change and cash receipts daily
56. Coordinate conference room usage
57. Maintain a pleasant, yet professional relationship with based pilots
58. Provide a professional, welcoming atmosphere for transient pilots and aviation businesses
59. Provide expedient customer service
60. Assist transient pilots with hotel and car rental bookings and maintain a good relationship with local car rental agencies
61. Performs other duties as assigned.

KNOWLEDGE OF:

1. FAA Security and Operational Regulations; Local and State laws and rules regarding airport operations.
2. Principles practices and procedures of fuel servicing of private and commercial aircraft; motorized airport equipment;
3. Proper handling of aircraft on the ground; hazards involved and safety precautions necessary in servicing aircraft; non-routine fueling procedures for commercial aircraft; fuel quality control requirements;
4. Airport Airfield and Fuel Truck Vehicle Inspection procedures, Airport Operating Instructions and Memos; investigating, reporting, and resetting of security door alarms; and Airfield Operations Division emergencies instructions
5. FAA, local, and State laws and rules regarding transportation issues, complaint resolution, and public service; directing vehicle traffic; traffic laws applicable to safe operation of a vehicle.
6. Basic math functions including addition, subtraction, multiplication, division, and fractions
7. Customer service techniques for dealing with people, often in difficult or confrontational situations
8. Proper methods of lifting and carrying heavy and/or awkward loads
9. Knowledge of point of sale accounting system and Microsoft Word and Excel

ABILITY TO:

1. Participate in the work of others; perform as trainer, coaches, and assists others
2. Understand and follow oral and written instructions
3. Anticipate and prevent potential problems or conflicts and delays in fueling schedules and remain flexible in emergency situations
4. Get along with team members
5. Read and interpret regulations
6. Communicate concisely
7. Use radios effectively
8. Establish and maintain effective working relationships

9. Analyze data and write clear detailed reports on programs, incidents, inspections, and operations evaluations
10. Perform heavy manual labor for extended periods of time under all types of climatic conditions
11. Organize and maintain accurate files, records, and logs
12. perform calculations with a high degree of accuracy; compute ratios and percentages; make correct change
13. Read and interpret information from statistical charts, graphs, tables, and maps
14. Safely operate a variety of airport vehicles, automobiles, and trucks
15. Establish and maintain cordial and tactful working relationships with others met during the performance of duties
16. Lift objects up to 50 lbs., and provide physical assistance to customers getting in or out of vehicles or aircraft
17. Learn and apply servicing requirements of air carrier, military and general aviation aircraft and mandatory safety precautions
18. Learn operations and operator maintenance requirements of fueling equipment and apparatus, such as vehicles and pumps
19. Learn to work safely under hazardous conditions
20. Assists in the repair and maintenance of County roads and related infrastructures.
21. Cleans ditches, culverts, and other drainage structures.
22. Performs and assists in the replacement of traffic signs and traffic control markings.
23. Assists in the installation of culverts and drainage pipes.
24. Performs and assists in the maintenance of equipment in every capacity.
25. Learns to operate equipment used in the performance of assigned duties.
26. Performs litter control and related duties at the airport.
27. Mows, aerates, trims and edges turf areas, using power and hand tools and equipment.
28. Rakes, sweeps, and vacuums leaves, trimmings, and clippings.
29. Picks up trash and debris.
30. Weeds, cultivates, plants, fertilizes, irrigates and sprays planted areas.
31. Prunes and trims trees, shrubs, and hedges.
32. Constructs, repairs and paints tables, benches, fences, signs, and small structures.
33. Installs and maintains water lines and associated facilities such as drinking fountains, irrigation and sprinkler systems.
34. Patches and repairs pathways and roads.
35. Operates, services, and makes minor repairs to grounds maintenance equipment including gang mower and wheel tractors, trenchers, bulldozers, and large trucks.
36. Cleans and sharpens hand and power tools.
37. Transports, loads, and unloads supplies, equipment, and machinery.
1. Instructs Park Maintenance Worker I's and temporary help in proper techniques of grounds maintenance and related repair.
2. Maintains time, equipment, and service records.
3. Perform heavy manual labor for extended periods under all types of climatic conditions

MINIMUM QUALIFICATIONS

Either:

1. One (1) year of experience working with customers that included applying and interpreting rules or regulations; providing and explaining complex information; regularly handling complaints; and/or, monitoring facilities; or experience in an aviation-related environment.
- Or-
2. One (1) year of experience fueling aircraft and/or servicing vehicles, trucks and/or heavy equipment which includes: interpreting charts and graphs; reading meters and gauges; calculating costs; keeping accurate records.

SPECIAL REQUIREMENTS

1. Background Checks: Each candidate considered may be required to pass an employment history/access investigation and a criminal history records check.
2. Hours of Work: Must be willing to work irregular hours (day, swing, or graveyard shift), holidays and weekends and even rotating shifts if they become necessary.
3. Uniforms: The candidate may later be required to wear a uniform and/or protective clothing.
4. Physical Requirements: Given the physically intense nature of the position, candidates must be in adequate physical condition as the position requires that they:
5. Move with sufficient personal physical agility in and around trafficked work areas to maintain compliance with airport operational safety requirements; examples: moving in and around the ramp while fueling aircraft vehicles and moving in and around roadway traffic on maintenance activities.
6. Lift up to 50-pound parcels, which may include passenger baggage or freight.
7. Visually distinguish colors and picture resolution quality.
8. Raise a single point fueling nozzle with an attached hose, weighting approximately 60 pounds, overhead using a step ladder and holding it into a receptacle for several minutes; disconnecting the hose and laying it on the ground
9. Handle exposure to stressful situations because of human behavior;
10. Withstand exposure to disagreeable elements such as extreme weather conditions and excessive noise, dust, pollen, and odor.
11. Stand and walk for extensive periods; and work rotating shifts
12. Employees must maintain a valid State Driver's License.

PROBATIONARY PERIOD

Six (6) months

JEFFERSON COUNTY REGIONAL AIRPORT AUTHORITY JOB POSITION AND DESCRIPTION

AIRPORT SEASONAL BUILDING AND GROUNDS MAINTENANCE WORKER

GENERAL

This is an at will, non-classified position and serves at the pleasure of the Jefferson County Regional Airport Authority (JCRAA). Depending upon airport activity and financial position, the JCRAA shall determine if the position will be full-time or part-time and may change the status at any time circumstances warrant. Part-time is defined as not to exceed twenty-nine (29) hours weekly. All job positions are Jefferson County employees but are supervised by the JCRAA.

DEFINITION

Under supervision, performs a wide range of duties to support airport buildings and ground maintenance activities. Duties may be performed in, but are not limited to, assignment areas including; airport buildings and grounds maintenance. Duties may be performed in any and all assignment areas and any location on a rotational or other basis to meet workload demands. Extensive attention to security and safety issues are essential responsibilities.

DUTIES, KNOWLEDGE, AND ABILITIES

Note: The following duties are planned; however, employees may perform several additional and related duties.

DUTIES:

1. Operates power equipment, such as floor polisher, vacuum machines, floor scrubbers, wall washers, decontamination equipment, battery driven tow vehicles.
2. Sweeps, mops, and waxes floors.
3. Dusts and polishes furniture and woodwork.
4. Cleans toilets and bathrooms.
5. Loads and unloads garbage, refuse, and scaled disposal containers into bins.
6. Washes windows, interior glass, window sills, walls, and baseboards
7. Identifies and reports unsafe operating conditions, breaches in security and suspicious persons and activities to the appropriate person
8. Assists in airport emergency calls, drills, and exercises
9. Mows grass, trims shrubbery, and general grounds maintenance duties
10. Assists in performing minor maintenance on buildings
11. Performs other duties as assigned.

KNOWLEDGE OF:

1. Proper methods of lifting and carrying heavy and/or awkward loads
2. Knowledge of mowers, trimmers, and general grounds maintenance procedures

ABILITY TO:

Understand and follow oral and written instructions

1. Get along with team members
2. Read and interpret regulations
3. Communicate concisely
4. Establish and maintain effective working relationships
5. Perform heavy manual labor for extended periods of time under all types of climatic conditions
6. Safely operate a variety of airport vehicles, automobiles, trucks, and grounds maintenance equipment
7. Establish and maintain cordial and tactful working relationships with others met during the performance of duties
8. Lift objects up to 50 lbs., and provide physical assistance to customers getting in or out of vehicles or aircraft
9. Learn to work safely under hazardous conditions
10. Assists in the repair and maintenance of County roads and related infrastructures.
11. Cleans ditches, culverts, and other drainage structures.
12. Performs and assists in the replacement of traffic signs and traffic control markings.
13. Assists in the installation of culverts and drainage pipes.
14. Performs and assists in the maintenance of equipment in every capacity.
15. Learns to operate equipment used in the performance of assigned duties.
16. Performs litter control and related duties at the airport.
17. Mows, aerates, trims and edges turf areas, using power and hand tools and equipment.
18. Rakes, sweeps, and vacuums leaves, trimmings, and clippings.
19. Picks up trash and debris.
20. Weeds, cultivates, plants, fertilizes, irrigates and sprays planted areas.
21. Prunes and trims trees, shrubs, and hedges.
22. Constructs, repairs and paints tables, benches, fences, signs, and small structures.
23. Operates, services, and makes minor repairs to grounds maintenance equipment including gang mower and wheel tractors, trenchers, bulldozers, and large trucks.
24. Cleans and sharpens hand and power tools.
25. Loads and unloads supplies
26. Maintains time
27. Perform heavy manual labor for extended periods under all types of climatic conditions

MINIMUM QUALIFICATIONS

1. Completion of a high school diploma
2. Familiarity with grounds maintenance equipment such as mowers, trimmers, etc.

SPECIAL REQUIREMENTS

1. Background Checks: Each candidate considered may be required to pass an employment history/access investigation and a criminal history records check.
2. Hours of Work: Must be willing to work irregular hours (day, swing, or graveyard shift), holidays and weekends and even rotating shifts if they become necessary.
3. Uniforms: The candidate may later be required to wear a uniform and/or protective clothing.
4. Physical Requirements: Given the physically intense nature of the position, candidates must be in adequate physical condition as the position requires that they:

5. Move with sufficient personal physical agility in and around trafficked work areas to maintain compliance with airport operational safety requirements; examples: moving in and around the ramp while fueling aircraft vehicles and moving in and around roadway traffic on maintenance activities.
6. Lift up to 50-pound parcels, which may include passenger baggage or freight.
7. Visually distinguish colors and picture resolution quality.
8. Raise a single point fueling nozzle with an attached hose, weighting approximately 60 pounds, overhead using a step ladder and holding it into a receptacle for several minutes; disconnecting the hose and laying it on the ground
9. Handle exposure to stressful situations because of human behavior;
10. Withstand exposure to disagreeable elements such as extreme weather conditions and excessive noise, dust, pollen, and odor.
11. Stand and walk for extensive periods; and work rotating shifts
12. Employees must maintain a valid State Driver's License.

PROBATIONARY PERIOD

One (1) week

Application For Employment

We are an Equal Opportunity Employer and committed to excellence through diversity.

Please print or type. The application must be fully completed to be considered. Please complete each section, even if you attach a resume.

Personal Information

Name

Address	City	State	Zip
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Phone number	Email address
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Are you legally eligible to work in the US? Yes <input type="checkbox"/> No <input type="checkbox"/>	Are you a veteran? Yes <input type="checkbox"/> No <input type="checkbox"/>
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If selected for employment are you willing to submit to a background check?

Yes No

Position

Position you are applying for	Available start date	Desired pay
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Employment desired

Full time

Part time

Seasonal/Temporary

Education

School name	Location	Years attended	Degree received	Major

References (business and professional only)

Name	Title	Company	Phone

Employment History

Employer (1)	Job title		Dates employed
Work phone	Starting pay rate		Ending pay rate
Address	City	State	Zip
Employer (2)	Job title		Dates employed
Work phone	Starting pay rate		Ending pay rate
Address	City	State	Zip
Employer (3)	Job title		Dates employed
Work phone	Starting pay rate		Ending pay rate
Address	City	State	Zip
Employer (4)	Job Title		Dates employed
Work phone	Starting pay rate		Ending pay rate
Address	City	State	Zip
Employer (5)	Job title		Dates employed
Work phone	Starting pay rate		Ending pay rate
Address	City	State	Zip

Signature Disclaimer

I certify that my answers are true and complete to the best of my knowledge.
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my employment being terminated.

Name (please print)	Signature
Date	