



**ECTOR COUNTY, TEXAS
HUMAN RESOURCES DEPARTMENT**

**AIRPORT PART-TIME LINEMAN
SCHLEMEYER FIELD**

The Ector County Schlemeyer Airport is looking for an Airport Lineman/Refueler. As an Airport Lineman/Refueler, you will play a crucial role in ensuring the safe and efficient operation of aircraft at our airport. You will be responsible for various tasks related to aircraft ground handling, including refueling, towing, marshalling, and general ramp operations. This role requires attention to detail, adherence to safety protocols, and effective communication skills to coordinate with pilots, ground crew, and other airport personnel. Opportunities for career advancement and training. A dynamic and diverse work environment with opportunities to interact with aircraft and aviation professionals. If you are passionate about aviation and have the skills and dedication to excel in a dynamic airport environment, we invite you to apply for the Airport Lineman/Refueler position. Come be a part of our team and contribute to the safe and efficient operation of our airport.

PRIMARY DUTIES:

Aircraft Refueling: Safely and efficiently refuel aircraft according to established procedures and safety guidelines. Perform quality checks on fuel quantity and quality to ensure compliance with aviation standards. Coordinate with fuel suppliers to ensure adequate fuel supply.

Aircraft Marshalling: Guide aircraft to and from parking positions using hand signals or marshalling wands. Ensure aircraft are positioned correctly and safely on the apron. Communicate effectively with pilots and ground crew to facilitate smooth aircraft movement.

Ground Support: Conducting pre-flight and post-flight inspections of fueling equipment to ensure proper functionality and safety. Operating fuel trucks and equipment in a safe and efficient manner, adhering to all company policies and procedures. Communicating effectively with pilots and other team members to coordinate refueling activities and ensure timely service. Performing fueling operations in accordance with established procedures and safety guidelines. Monitoring fuel levels and inventory, reporting any discrepancies or shortages to management. Maintaining cleanliness and organization

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of fueling equipment and work area. Assisting with other airport duties such as aircraft towing, lavatory servicing, general ground support and other maintenance duties as directed by the Airport Facilities Manager or Airport Manager. Providing exceptional customer service to pilots and passengers, addressing any inquiries or concerns professionally and promptly. Assist in towing aircraft to and from gates, hangars, or maintenance areas. Operate ground support equipment such as tugs, tractors, and ground power units. Perform routine inspections and maintenance checks on ground equipment. Perform routine inspections and maintenance tasks on airfield lighting systems, navigational aids, signage, and other critical infrastructure to ensure compliance with regulatory standards. Respond promptly to emergency repair requests and troubleshoot issues related to airfield lighting, electrical systems, and other airport facilities. Utilize diagnostic tools and equipment to identify and resolve electrical and mechanical faults in a timely manner, minimizing downtime and disruption to airport operations. Maintain accurate records of maintenance activities, repairs performed, and equipment inspections in accordance with established procedures and regulatory requirements. Collaborate with other airport personnel, maintenance technicians, and service staff, to coordinate maintenance activities and address operational challenges. Operate heavy equipment when necessary to maintain the airfield and landscaping. Performing regular maintenance and janitorial services and other duties as directed by the airport manager and/or airport facilities manager.

Safety Compliance: Adhere to all safety regulations and procedures to maintain a safe working environment. Identify and report any safety hazards or potential risks on the ramp. Participate in regular safety training programs and drills.

Customer Service: Provide assistance to passengers, customers, pilots, and crew as needed, including baggage handling and wheelchair assistance. Maintain a professional and courteous demeanor when interacting with passengers, pilots, and crew.

QUALIFICATIONS: High school diploma or equivalent. Previous experience in aircraft ground handling, refueling, or related fields preferred. Knowledge of aviation fueling procedures and safety regulations. Ability to work in a fast-paced environment and adapt to changing priorities. Strong communication skills and the ability to work effectively in a team. Physically fit and able to lift heavy objects and work in outdoor conditions. Willingness to work irregular hours, including nights, weekends, and holidays.

SALARY: \$20.00 p/h.

DEADLINE: Until a sufficient amount of applications have been submitted for consideration.

Please apply at <https://ectortx.seamlessdocs.com/f/EmploymentApplication> or in person at the Human Resources Department, Ector County Annex Building 1010 E. 8th Street, Room 126, Odessa, Texas. Submit resume, cover letter, and any relevant certifications or credentials. Ector County does not discriminate on the basis of race, color, national origin, sex, religion, age and disability in employment or the provision of services.

Notice: Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. This employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization. Passing a pre-employment urinalysis drug screen is required.