

Paulding Northwest Atlanta Airport
Vacancy Announcement
Line Service Technician – PT
Announcement Open Until Filled
Minimum Wage: \$15.00 per hour

Dept/Div: Airport Authority/FBO

FLSA Status: *Non-Exempt*

General Definition of Work

This position consists of routine service and labor duties in support of normal operations at the airport. Work involves the fueling of aircraft; towing and parking of aircraft; operation of fuel trucks, flight line equipment and Airport Authority vehicles and other related work as apparent or assigned. Must provide excellent customer service to internal and external airport customers. Position is expected to promote the use of airport products. Work is performed under the direct supervision of the Head Lineman.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

- Monitors universal communications (UNICOM) frequency to assist inbound/outbound traffic.
- Operates fuel trucks and performs aircraft refueling; tows and parks aircraft; meets arriving and departing aircraft and provides taxi signals to pilots; operates fuel storage facilities,
- Completes minor maintenance on fuel trucks and fuel storage facilities; performs quality control testing to maintain fuel safety standards.
- Performs pilot-requested aircraft services such as: aircraft tire inflation; emptying aircraft litter bags; assisting passengers and flight crews with luggage or parcels; light interior cleaning of aircraft and vehicles; and providing ice, coffee or catering if requested; promotes airport products.
- Performs daily safety checks on equipment; cleans and maintains tools and equipment; promptly reports mechanical or other defects or safety hazards to Airport Management.
- At the direction of Airport Management, conducts periodic safety inspections of all ramps, taxiways, runways, lighting systems, hangars, tie-down ropes and anchors, flight line equipment and vehicles, and fuel storage facilities.
Performs light maintenance when necessary.
- Conducts foreign-object debris (FOD) sweeps on airport pavement surfaces.
- Makes daily log entries of all fuel and other aviation product sales including truck and storage facility meter readings.
- Operates Airport FBO software to process transactions and record inventories of airport fuel and products.
- Maintains geographical knowledge of Paulding County and surrounding communities including locations of hotels, restaurants, major businesses, and government offices. Provides travel directions, maps, assistance with hotel and car rentals and any other general assistance to transient passengers and crews.
- Performs daily cleaning and minor maintenance of airport facilities and infrastructure, including bathrooms, lobby, conference room, kitchen and breakroom areas, pilot and passenger lounge areas, hangar, storerooms, and offices. Empties trash cans, loads and unloads materials, supplies and equipment, cleans carpet, and mops floors.
- Serves as first contact and response in the event of an aircraft incident/emergency in the absence of Airport Management.
- Encourages and promotes a culture of excellent customer service.

Knowledge, Skills and Abilities

Thorough knowledge of the methods, materials, tools, and equipment used in airport facilities maintenance and repair; thorough knowledge of hazards and safety precautions associated with type of work assigned; thorough knowledge of applicable Federal and State laws, rules and regulations; some knowledge of airport and flight line operations and aircraft recognition; some knowledge of aircraft towing, fueling and servicing techniques; some knowledge of aircraft movement restrictions and signalman/pilot taxi signals; skill in the use of hand and power tools; ability to recognize and diagnose problems; ability to learn occupational hazards and safety precautions necessary for the safe operation of flight line vehicles and equipment; ability to follow flight line safety rules and department policies and procedures; ability to communicate orally in a clear and effective manner; ability to interact positively with coworkers, management and the public on a one-to-one basis or in group settings; .ability to understand and follow oral and written instructions; ability to think and act appropriately during emergency situations; ability to maintain records; ability to establish and maintain effective working relationships with associates.

Education and Experience

Completion of standard high school course of education or its equivalent

Experience with large vehicle or equipment operation, to include gasoline-powered and diesel-powered aircraft fuel trucks (i.e., refuelers) hauling Jet A and AvGas 100LL fuels.

Some experience in airport flight line operations or aviation-related tasks preferred.

Equivalent combination of education and experience may be accepted.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires standing, walking, reaching with hands and arms and repetitive motions and occasionally requires sitting, climbing or balancing, stooping, kneeling, crouching or crawling, tasting or smelling, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires working near moving mechanical parts and exposure to outdoor weather conditions and occasionally requires working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to the risk of electrical shock and exposure to vibration; work is generally in a very loud noise location (e.g. jack hammer work, garbage recycle plant).

Special Requirements

Availability to include weekdays, weekends, and holidays.

Favorable background history as determined by review of local, State and Federal records.

Valid driver's license in the State of Georgia with a favorable driving history (MVR)

Completion of fuel training courses within one (1) month of hire

Last Revised: 11/06/2026