



Join our Team!

Aviation Line Service Technician

Application Packet includes:

- ◇ **Job Application** (required)
- ◇ **Job Description** (required)

Submission of the completed Job Application and Job Description is not a guarantee of employment.

Signing the Job Description is confirmation of having read and understood the document only.

Application packets will be accepted until position is filled. Packet may be delivered to the Pangborn Memorial Airport Administrative Office at One Pangborn Dr, East Wenatchee, WA 98802 or email to bobbie@flyEAT.org.

For more information e-mail bobbie@flyEAT.org or visit
www.flywenatchcee.com

Pangborn Memorial Airport

Application For Employment

We are an Equal Opportunity Employer and is 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
Phone Number	Email Address		
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"/>		

Position

Position You Are Applying For	Available Start Date
Employment Desired <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Seasonal/Temporary	

Education

School Name	Location	Degree Received	Major

References

Name	Title	Company	Phone

Employment History (up to last 5 years)

Employer (1)	Job Title		Dates Employed
Work Phone	Reason for Leaving		
Address	City	State	Zip
Employer (2)	Job Title		Dates Employed
Work Phone	Reason for Leaving		
Address	City	State	Zip
Employer (3)	Job Title		Dates Employed
Work Phone	Reason for Leaving		
Address	City	State	Zip
Employer (4)	Job Title		Dates Employed
Work Phone	Reason for Leaving		
Address	City	State	Zip
Employer (5)	Job Title		Dates Employed
Work Phone	Reason for Leaving		
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 release.

Name (Please Print)	Signature
Date	

PANGBORN MEMORIAL AIRPORT
Updated October 24, 2018

JOB TITLE: Aviation Line Service Technician

REPORTS TO: FBO Supervisor

CLASSIFICATION: Hourly

JOB SUMMARY:

Aviation Line Service Technicians are responsible for providing ground support to arriving and departing aircraft and customer service for aircraft crew members and their passengers. Aviation Line Service Technicians also assist with basic maintenance of airport facilities and equipment.

ESSENTIAL JOB FUNCTIONS:

- Safely work within areas of aircraft operations.
- Provide aircraft re-fueling services to all types of commercial and general aviation aircraft utilizing mobile aircraft refuelers or fixed aviation fuel facilities.
- Operate airport fuel storage facilities; including, but not limited to: processing fuel deliveries, quality assurance tests, filter changes and routine maintenance and repairs. This includes maintaining accurate and consistent records of fuel deliveries, quality assurance testing, and training as directed.
- Assist in parking and/or maneuvering aircraft utilizing proper hand signals and motorized and non-motorized towing equipment.
- Monitor airband radio and disseminate updates regarding current airport conditions and restrictions.
- Custodial duties; including, but not limited to: operation of floor and carpet care equipment, cleaning of hard surfaces, window, floors and restrooms.
- Maintenance of facilities and grounds, including, but not limited to: changing HVAC filters, changing lamps, landscaping and snow removal.
- While engaged in the performance of work, be especially watchful for unsafe conditions and report such immediately to supervisor.
- Any necessary duty assigned or training required, for the efficient and safe operation of the airport.
- Assure the highest possible level of customer service.

MINIMUM QUALIFICATIONS:

- Excellent interpersonal and verbal communication skills.
- Knowledge of basic computer use and common applications.
- Ability to make decisions with multiple objectives and implement in a safe, efficient manner.


- Follow oral and written directions; plan and complete assigned duties on a regular schedule; and maintain good working relationships with others.
- Must be available to work flexible hours including weekends, evenings, and overtime when required.
- Ability to work without direct management supervision.
- Completion of High School or GED equivalence.
- Possess or have the ability to obtain a valid Washington State driver's license within 90 days of employment.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:

- Work outside during rain, high wind, high and low temperatures, snowfall and other inclement weather conditions.
- Work inside in an office setting.
- Stepping up/down on ladders, tugs and fuel trucks.
- Standing and walking for extended periods of time, running when required.
- Good hand-eye coordination with good peripheral vision.
- Frequent lifts or pulls of up to 75 pounds.
- Frequent stooping, kneeling and crouching.
- May come in contact with flammable or hazardous substances; including aviation fuels and lubricating oils.
- Walk over rough, uneven terrain and travel to work sites at all points of the Airport.
- Some travel for training may be required, with occasional overnight travel.

SPECIAL REQUIREMENTS

Must successfully complete a Criminal History Records Check (CHRC) and Security Threat Assessment (STA) as part of the Airport Badging Process.

Approved By:  Date: 10/24/18
Airport Director

Employee Signature: _____ Date: _____