

## FLIGHT LINE ATTENDANT SERIES

Code No.	Class Title	Occ. Area	Work Area	Prob. Period	Effective Date
0001	Flight Line Attendant	06	004	6 mo.	00/00/00
0002	Flight Line Chief	06	004	6 mo.	00/00/00

### *Promotional Line: 123*

#### Series Narrative

Employees in this series perform basic duties incidental to aircraft cleanliness, parking, ground movement, security, passenger assistance, maintenance, and other services during periods of pre-flight preparations, post flight maintenance or storage.

#### DESCRIPTIONS OF LEVELS OF WORK

##### **Level I: Flight Line Attendant** **0001**

Employees perform routine and repetitious duties involving security, passenger assistance, cleanliness, ground movement, parking, minor mechanical maintenance and servicing of aircraft.

Flight Line Attendants typically –

1. move aircrafts from and to pre-flight areas, maintenance facilities, and storage hangars
2. ensure aircraft cleanliness including washing windows and interior cleaning
3. perform basic aircraft mechanical maintenance and services to include proper tire pressure, refueling, and replenishment of hydraulics and lubricants
4. record completion of aircraft cleaning, servicing and mechanical maintenance
5. assist with fuel farm operations, fuel distribution, and check fuel deliveries for contamination
6. record categories, quantities distributed, and maintain inventories of fuels, lubricants, hydraulic fluids, and other avionic petroleum products
7. service ground support equipment used to provide passenger access, luggage transport, refueling, ground movement, and basic mechanical maintenance of aircrafts
8. perform routine work on aircraft flight line (i.e. perform and check tie downs, use and inspect tow bars, hourly weather checks, charging electrical equipment batteries, etc.)
9. guard and protect airport equipment, buildings, and aircrafts from intruders and hazardous weather
10. aid with passenger boarding and baggage handling

11. assist with the training and supervision of other Flight Line Attendants and employees as assigned
12. assume the duties of the Flight Line Chief as required
13. perform other related duties as assigned

**Level II: Flight Line Chief****0002**

Employees at this level supervise the performance of duties incidental to cleanliness, ground movement, parking, security, passenger assistance, minor mechanical maintenance and servicing of aircraft.

Flight Line Chiefs typically –

1. supervise, train, schedule, and discipline Flight Line Attendants and other assigned employees
2. supervise and assist with the routine servicing and maintenance of ground support equipment
3. sustain fuel farm operations, maintain fuel records, and check fuel deliveries for contamination
4. performed the duties of Flight Line Attendants when required.
5. perform other related duties as assigned

**MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:****Level I: Flight Line Attendant****0001****CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER**

1. high school graduation or equivalent

**PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB**

1. security and safety conscientious
2. ability to communicate effectively with university employees, pilots, and passengers
3. basic math skills
4. knowledge of various categories of fuels and lubricants

**Level II: Flight Line Chief****0002**

## CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. high school graduation or equivalent
2. two years of work experience as a Flight Line Attendant
3. one year of work experience as a supervisor or lead worker

## PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. security and safety conscientious
2. supervisory ability
3. ability to communicate effectively with university employees, pilots, and passengers
4. basic math
5. able to differentiate various grades of fuel, lubricants, hydraulics and other fluids for various aviation and ground uses.
6. able to recognize and verify fuel contamination
7. familiar with aircraft fuels, fueling vehicles, lubricants, hydraulics, and filtering systems
8. familiar with aircraft towing and refueling procedures
9. knowledge of record keeping for flight service inventories, purchasing of fuel, and work scheduling processes