



609 Foster Field Drive, Suite F Victoria, Texas 77904
(361)578-2704 Fax: (361)576-0948



AIRPORT – FIXED BASED OPERATION (FBO) LINE ATTENDANT

Department:	Airport	Class Code/Pay Grade:	\$15.63 - \$21.10
Revised Date:	May 2025	FLSA Status:	Non-Exempt
		Safety/Security Sensitive:	No

GENERAL PURPOSE: Under general supervision, the Line Attendant performs all flight lines service to aircraft owners and operators. Welcomes customers to the airport/FBO and City, performs a variety aircraft service operation to include aircraft marshaling, parking, fueling, towing, crew and passenger assistance, flight line equipment and fuel truck maintenance and minor repair functions. Rental car positioning and inspection, small building repairs. Performs other related work as required.

SUPERVISION RECEIVED: Work is performed under the supervision of the Line Supervisor and Airport Executive Director.

SUPERVISION EXERCISED: None.

PRIMARY DUTIES AND RESPONSIBILITIES:

The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

- Safely drives refueler trucks, services and fuels all types of aircraft and airport equipment, including refueling mobile refueling trucks.
- Marshals in and out aircraft on arrivals and departures; greets all pilots and passengers. Assist passengers with luggage. Takes written fuel order from passenger or pilot and relays to appropriate employee. Services oil on aircraft as directed by the supervisor or aircraft captain.
- Maintains fuel truck records on a daily basis.
- Services aircraft, which includes: removing all trash, newspapers, etc. off the aircraft; fueling aircraft; lavatory servicing; loading and unloading luggage; towing vehicle; windshield washing; supplying amenities such as newspapers and catering.
- Fuel aircraft in a safe manner using methods learned from NATA and in-house training. This function requires extensive knowledge about fueling procedures and how to fuel different aircraft. Employee will fuel both avgas and jet aircraft.
- Under supervision, safely tows aircraft to and from hangars, operates the hangar doors correctly, and ensures the aircraft has clearance before putting into a hangar.
- Communicates daily with ATC control tower using appropriate terms and communication techniques.
- Answers telephones and Unicom during times when Customer Service Representative is not on duty.
- Performs minor maintenance on airport equipment. Will be required to wash airport equipment, trucks, courtesy cars and other vehicles as directed. Performs regularly scheduled safety checks on ground support equipment and fuel trucks. Inspects T-hangars for function and customer adherence to hangar rules and policies; reports all discrepancies to the Line Supervisor.
- Performs custodial duties in the terminal and corporate hangars, including hangar floors.



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- Monitors ramp area for customer security and performs daily runway inspections, which may include removal of debris, animals and other obstructions.
- Cleans up and fuel or oil spills on the ramp or other areas.
- Fuel Farm responsibilities: will accept delivery of avgas and jet fuel. Performs quality control checks of fuel per NATA and VCT guidelines. Writes reports in regards to fuel deliveries and quality control checks. Unloads fuel transport trucks and records fuel distribution.
- Complies with all federal and state regulations related to the performance or the duties outlined here.
- Maintenance and repairs of FBO's facilities, including but not limited to the FBO building, Hangars, T-Hangars, work areas and facilities, and ground support equipment, in compliance with applicable FAA (Federal Aviation Administration), OSHA, and TXDOT (Texas Department of Transportation) regulations, as well as with departmental procedures and Victoria County policies.
- Assures that all activities meet State and Federal safety compliance regulations; enforces compliance with safety notices and use regulations from the Federal Aviation Administration (FAA) and Texas Department of Transportation.
- Operates a variety of trucks and specialized ground support equipment in accordance with all safety regulations and procedure; inspects, cleans and performs routine maintenance work on fuel trucks and equipment; identifies and reports mechanical problems and damage.
- Performs routine building maintenance and custodial duties and a variety of manual labor tasks; maintains structures and equipment, and makes maintenance repairs.
- Completes daily logs and reports as required.
- Promptly reports Emergency Situations to the designated parties and implements response procedures; may assist with aircraft crash rescue duties.
- Performs any other duties and responsibilities as directed by the Line Supervisor, and the Airport/FBO Executive Director.

MINIMUM QUALIFICATIONS:

Education and Experience:

High School Diploma or GED, and a minimum of one (1) year applicable experience.

Required Licenses or Certifications:

- Must possess a valid Texas Driver's License.
- Through in-house training, must acquire knowledge of, or be able to qualify for the following within six (6) months of hire:
 - Safe handling of fuel products and complete understanding of the fuel farm.
 - Proven familiarity of all types of general aviation and corporate aircraft, and knowledge of towing all types of aircraft.
 - Must complete NATA online video portion with a minimum score of 80.
 - Must pass practical NATA training administered by a Line Supervisor with a minimum score of 80.



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▪ Complete the AOA video and understand the

requirements of driving on airport restricted areas.

- FAA regulations regarding the operation of the airport runways and taxiways, and aircraft handling.
- Effective communication with the ATC control tower.
- EPA and TECQ regulations; SPCC regulations regarding fuel spill prevention and clean-up.
- Hot fueling procedures
- Use, identify and connect the appropriate ground power equipment to an aircraft.

Required Knowledge of:

- Fixed Base Operations
- Airport and County organization, operations, policies and procedures.
- Applicable laws, standards and regulations relating to airport fuel operations and safety precautions.
- OSHA safety standards and safe work practices, basic knowledge of FAA Part 139, and handling/storage of Hazmat.
- Tools, materials, equipment, techniques and procedures used in maintenance and preventive maintenance of an aviation facility.
- Airport security and safety procedures.
- Airport specialty vehicle and equipment operation, maintenance and safety procedures.
- Principles of record keeping and records management.

Required Skill in:

- Performing a wide variety of skilled and semi-skilled tasks in the maintenance and repair of facilities and equipment.
- Safe operation of fuel trucks, ground service equipment, courtesy vehicles, mowing equipment weed eaters, ladders, and other medium equipment and maintenance tools.
- Reading and interpreting technical specifications for vehicles and equipment.
- Reading, interpreting, understanding and applying aviation safety standards and procedures
- Dealing tactfully and courteously with the General and Flying Public, and providing effective and friendly customer services.
- Establishing and maintaining cooperative working relationships with Airport employees, Airport Tenants, and the General Public.
- Operating a personal computer to check work related emails.

Physical Demands / Work Environment:

The characteristics listed below are representative of the physical demands, physical agility, sensory requirements, and environmental exposures required by an individual to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- Work is performed indoors and outdoors in all weather conditions, with exposure to extreme conditions, which include extreme temperature, humidity, loud noise and vibrations, and other physical hazards on the daily basis for extended periods of time, exposure to hazardous equipment, constant physical efforts for extended periods, and ability to safely lift, carry, and move items weighing up to eighty pounds (80 lbs.). The duties of the job are considered particularly hazardous, as the employee must be



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aware of spinning propellers and jet blast. Failure to comply with safety regulations and precautions could cause serious injury or death.

- Must be able to work irregular hours including weekends, holidays, and evenings. May be required to work immediately before, during or immediately after an emergency or disaster.

Physical Exertion (Pounds)	
Up to 10	Frequently
Up to 25	Frequently
Up to 50	Frequently
Up to 100	Frequently
100 or more	Seldom or never

Environmental Exposures	
Work near moving mechanical parts	Frequently
Work in high, precarious places	Seldom or never
Toxic or caustic chemicals	Frequently
Outdoor weather conditions	Frequently
Extreme Cold, non-weather	Frequently
Extreme Heat, non-weather	Frequently
Noise Level	Moderate to High

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.



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If you are interested, please send application to Human Resources, Victoria County Courthouse. EEOE. No phone calls please. Applications are required and can be found online under the job opportunities link or <https://www.vctx.org/page/employment>.

Victoria County Human Resources
115 N. Bridge St., Room 127
Victoria, TX 77901

I have read and understand this Position Description:

Employee Signature

Date