

UNION COUNTY

Job Description

JOB TITLE: Fuel Worker

DEPARTMENT: Airport

PURPOSE OF THE POSITION:

Fuel aircraft in accordance with appropriate fueling practices. Maintain accurate records. Provide services to general public.

ESSENTIAL JOB FUNCTIONS:

1. Fuel aircraft.
2. Answer phones and provide appropriate information.
3. Greet customers and general public and answer questions.
4. Check fuel inventory

ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, THE INCLUSION OF WHICH WOULD BE IN CONFORMITY WITH THE FACTOR DEGREE ASSIGNED TO THIS JOB.

PHYSICAL DEMANDS OF POSITION

While performing the duties of this position, the employee is frequently required to sit, communicate, reach and manipulate objects, tools or controls. The position requires mobility and many duties are physically demanding, requiring the movement of materials weighing up to 50 pounds. Duties involve operation of light equipment (fuel truck, pump, etc). Activity and types of duties performed require manual coordination and dexterity.

WORKING CONDITIONS

The majority of duties take place outside of buildings with exposure to all types of weather conditions; exposure to fuel, grease, oil and related smells. Position is subject to emergency call out after normal duty hours. buildings in an office environment.

SUPERVISORY RESPONSIBILITIES:

This position does not have supervisory responsibility.

SUPERVISION RECEIVED:

Work is performed under the direction of the Public Works Director or designee. The employee uses initiative in completing routine assignments and refers to the supervisor with problems or difficult situations.