



P.O. Box 2320 • 1311 Airport Road • Eagle River, WI 54521
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Eagle River Union Airport Job Description

Job Title: Line Maintenance Technician

Reports To: Airport Manager

SUMMARY: To assist Airport Manager with the safe and efficient day to day operations

SPECIFIC RESPONSIBILITIES include but are not limited to:

1. Customer needs taken care of in a prompt, courteous, and professional manner.
2. Line services which include understanding the proper methods of and providing:
 - a. Fueling for all types of aircraft
 - b. After hours fueling on a as needed or rotational basis
 - c. Aircraft parking including parking, chocking, tie-downs and rope care
 - d. Lavatory service
 - e. Moving of aircraft including hand moving, towing and storage.
 - f. Auto parking assistance
 - g. Courtesy cars and auto rentals
3. Fuel truck and fuel farm care.
 - a. Truck and fuel farm levels maintained with sufficient fuel supplies and correct fuel types.
 - b. Ensure fuels are free of containments
 - c. Ensure trucks and farm are serviced as necessary
4. Runways and Taxiways
 - a. Make sure all paved runways are clean and clear of debris/obstacles
 - b. Make sure all paved taxiways are clean and clear of debris/obstacles
 - c. Provide for ongoing inspection of airport lighting system including backup generator
 - d. Make NOTAMS and change as required
5. Airport Vehicles/Equipment
 - a. Ensure performance of all vehicles and equipment
 - b. Perform regular maintenance and as needed repairs
 - c. Make sure vehicles are fueled and fueling as needed
 - d. Log vehicle/equipment maintenance and repairs



6. Airport Grounds
 - a. Clean and free of debris
 - b. Routinely cut grass
 - c. Winter snow removal per FAA Advisory circular requirements

7. Airport Buildings
 - a. Trash removal
 - b. Janitorial duties
 - c. Minor repairs

8. Bookkeeping
 - a. Cashier service for fuel sales and miscellaneous sales
 - b. Logging fuel quantities for ordering purposes
 - c. Computer work as assigned
 - d. Invoice processing

9. Radio and Electronics which include understanding the proper use of the:
 - a. Unicom and providing Information via as requested
 - b. Weather computer and programs and providing assistance to customers such as restarting
 - c. Phone system, fax/copier, answering machine and cellular phones
 - d. Automated Weather Observation System (AWOS) and what to do in case it malfunctions.

10. Attends educational in-services as required

11. All other duties as assigned by the Airport Manager

REQUIREMENTS

High school diploma or equivalent
2 or more years' experience in airport/aviation operations
Heavy equipment operating experience
Heavy equipment maintenance experience
Good mechanical/maintenance skills
Excellent customer service skills

Employee Signature

Date

Airport Manager Signature

Date