

SPOKANE AIRPORTS  
***JOB DESCRIPTION***

JOB TITLE: Operator, Fuel

DEPARTMENT: Engineering

REPORTS TO: Supervisor, Fuel Facility

DATE: November 2006

**BASIC PURPOSE:**

To receive/dispense clean fuel to Airline Carriers, Airfreight Operators, and Fixed Base Operators.

**MAJOR RESPONSIBILITIES:**

- Receive and dispense various fuel products per ATA Specification 103 - Standards for Jet Fuel Quality Control at Airports.
- Perform physical inspections of fuel storage tanks and quality control tests on fuel supplies.
- Perform snow/ice control and minor preventative maintenance, and equipment/facility repair.
- Input daily paperwork and fuel reports into computer.
- Perform duties as assigned on entire Fuel Facility, grounds, and equipment.
- Maintain a safe working environment and report injuries and safety concerns.
- Perform other duties as assigned.

**WORKING CONTACTS WITH OTHERS (INTERNAL AND EXTERNAL):**

Regular contact with co-workers and tenants.

**WORKING CONDITIONS, TRAVEL, ENVIRONMENT AND POTENTIAL HAZARDS:**

Majority of work performed in and around the Fuel Facility complex with exposure to airborne particles, Av Gas, Jet-A fuels, and other petroleum products and chemicals, jet engine and heavy equipment noise. Occasional exposure to severe weather conditions such as snow, ice, heat; some work performed in an office under controlled conditions.

**EQUIPMENT OPERATION REQUIRED:**

Control room computers, alarm panel and generator panel, circuit breaker room switches, personal computer, calculators and fax machine, various hand and power tools, air compressors, pump, snow removal equipment (snow blower and pickup truck with blade), fuel testing equipment, receiving and dispensing equipment, tank gauging gear, emergency fuel shut-off system, product recovery tank and oil/water separator.

**MINIMUM REQUIREMENTS:**

Education/Experience:

- High School Diploma or equivalent.
- Valid State driver license with an excellent driving record.

Knowledge/Skills:

- Must be able to read, write, speak and understand English.
- Must have good written and verbal communication skills.
- Must have mechanical abilities and experience.
- Must be able to establish and maintain good working relationship with co-workers.
- Must be capable of being trained to operate specialized equipment.
- Must be able to use word processing and spreadsheet computer programs.
- Prefer knowledge of petroleum products' effect on the environment.
- Prefer knowledge of ATA 103 and FAR 139.
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Physical Requirements:

- Able to move about facilities & all areas of responsibility
- Ability to operate a computer, fax, telephone and other office equipment
- Ability to lift or move up to 50 lbs.
- Ability to reach under, around and behind desks, tables and equipment
- Ability to stand or sit for an extended period of time
- Ability to use hands to finger, handle or feel
- Close, distance, and color vision, depth perception, ability to adjust focus and read small print
- Able to stoop, kneel, crouch, climb ladders and crawl through small spaces
- Ability to walk over rough terrain

Security:

- Subject to a ten (10) year background check for security clearance.
- Must be able to obtain and maintain an Airport security badge as a condition of employment.