

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES:**

Aircraft Attendant

SERIES NO.:

5421

MAJOR AGENCIES:

Natural Resources, Transportation

EFFECTIVE:

04/26/2009

SERIES PURPOSE:

The purpose of the aircraft attendant occupation is to operate fuel truck, ground towing equipment & other aircraft ground equipment in order to perform general servicing of aircraft & minor maintenance of ground support equipment.

JOB TITLE

Aircraft Attendant

JOB CODE

54211

PAY GRADE

06

EFFECTIVE

04/26/2009

CLASS CONCEPT:

The full performance level class works under general supervision & requires considerable knowledge of general aircraft servicing & related ground maintenance & servicing equipment & safety practices in order to perform general aircraft servicing, maintenance of aircraft ground support equipment & completion of required daily records.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Aircraft Attendant	54211	06	04/26/2009	06

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Operates fuel truck to service aircraft & maintains service & other related records (e.g., fuel & oil intake records, daily accounting records & sales to other state agencies).

Operates aircraft ground towing equipment (e.g., tug, tractor) for ground movement of aircraft (i.e., in & out of hangar & service areas) & operates heating & auxiliary power units for external & internal ground starting of aircraft engines.

Services & performs minor maintenance on ground support equipment (e.g., snow removal, fire apparatus); assists mechanic in minor aircraft maintenance & performs work related miscellaneous tasks (e.g., cleans aircraft interior & exterior; removes snow; assists mechanic in aircraft inspection; monitors tools).

MAJOR WORKER CHARACTERISTICS:

Knowledge of general aircraft servicing; arithmetic to include addition, subtraction, multiplication & division; equipment operation safety principles & practices; equipment maintenance procedures (e.g., snow removal equipment, fire apparatus); agency rules pertaining to aircraft maintenance*. Skill in operation of fuel truck; ground towing equipment (e.g., tug, tractor); aircraft servicing equipment; heating & auxiliary power units. Ability to carry out detailed but basic written or oral instructions; read, copy & records figures accurately; read simple sentences with common vocabulary; demonstrate physical fitness & agility.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Formal education in arithmetic that includes addition, subtraction, multiplication & division & in reading, writing & speaking English; 3 mos. trg. or 3 mos. exp. in operation of fuel truck, ground towing equipment (e.g., tractor, tug) & heating & auxiliary power units; 3 mos. trg. or 3 mos. exp. in general aircraft servicing; valid driver's license.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

May be required to work rotating shifts; works outside in all weather conditions; exposed to fumes, noise, dust & dirt; may be exposed to moving aircraft.