

**JEFFERSON COUNTY  
EMPLOYMENT OPPORTUNITY**

**Job Title:** Fuel Service Lineman (**Temporary**)  
**Department:** Jack Brooks Regional Airport  
**Reports To:** Shift Supervisor  
**Starting Salary:** \$13.1548/hr  
**Application Deadline:** Open Until Filled

**Summary:** Assists with refueling, towing, parking and storage of aircraft.

**DUTIES AND RESPONSIBILITIES**

**Essential Job Functions:** Refuels commercial and private aircraft; assists at fuel tank farm, including inspection and quality control of fuel; takes stick readings of fuel for inventory records; loads and unloads fuel transports and trucks; refuels airport vehicles and equipment; sumps fuel trucks and fuel tanks; makes out tickets for fuel sales; handles payments for aircraft fuel; enters sales into computer; tows and stores aircraft; jump starts stranded vehicles and disabled hangar doors; removes disabled aircraft from active airfield areas; meets, greets and provides assistance to flight crews, passengers and other customers; inspects parking ramps; removes trash and debris from flight line; sweeps hangars; washes trucks; performs general maintenance/custodial duties in and around the General Aviation Terminal; maintains radio contact with air traffic control tower when working on and around airfield; performs inspections and maintenance procedures on fuel trucks and storage tanks. Opening, securing, and inspecting Terminal Buildings. Regular and predictable attendance is an essential function of this position.

**Other Job Functions:** Performs other job related duties, as directed.

**NOTE:** The above describes the general nature and level of work being performed by employees holding this position. This is not intended to be an exhaustive list of all duties and responsibilities required nor are all duties listed necessarily performed by any one employee so classified.

**Equipment Used:** Personal computer; general office equipment as needed; two-way radios; fuel trucks; tow tractors; ground power unit; motorized sweeper; pressure washer; lavatory cart.

**JOB REQUIREMENTS**

**Education & Experience:** High School Diploma or GED; fuel/hazardous material handling preferred; 2 to 3 years of related job experience.

**Knowledge, Skills & Abilities:** Verbal and written communication skills; basic computer/data entry skills; basic math calculation ability; strong interpersonal skills including ability to cooperate effectively with co-workers and to coordinate professionally with dignitaries, pilots and other flight crew members, airline employees, and the general public.

**Specialized Requirements:** Must have Texas Driver's License and excellent driving record. Successful applicant is *subject to a 10-year background check to include education, employment, criminal history and fingerprinting.*

**WORK SITUATIONS/DEMANDS/EFFORT:** Work requires attention to detail; working alone and as part of a group; dealing with the public; flexibility in order to perform a variety of duties; performing routine, repetitive duties; driving vehicles; operating machinery; must be available to work irregular hours, rotating shifts. Position may require working on Holidays and during Emergency Closings.

**WORKING CONDITIONS:** Work is performed outside and /or in a vehicle more than 50 percent of time. Employee may be subject to adverse weather and environmental conditions, including temperature extremes, humidity and precipitation; noise and vibration; machinery and equipment with moving parts; adverse atmospheric conditions from dust, fuel and chemical fumes, smoke, etc.

**PHYSICAL REQUIREMENTS:** Job duties require heavy work; may move objects weighing up to 100 lbs. such as fuel hoses, by lifting, carrying, pushing and pulling. Duties also require frequent walking and standing; climbing; reaching; driving vehicles; operating machinery; handling fuel and other hazardous material. Appropriate safety precautions must be observed.

**Apply at: Human Resources Department  
Jefferson County Courthouse, 1225 Pearl St., Suite 201, Beaumont, TX. 77701  
(409) 839-2391**

**E-mail resumes to: [hrdept@co.jefferson.tx.us](mailto:hrdept@co.jefferson.tx.us)  
Please use Microsoft Word when submitting resumes.**