

# Reading Jet Center

## Line Service Technician

### Job Description

The Reading Jet Center is a first class FBO facility with qualified maintenance staff, complimentary concierge services, private facilities for crew members, competitive jet fuel pricing, and hangar services. As a Line Service Technician you will provide quality and professional handling for aircraft and passengers. Our friendly and experienced FBO staff provides superior customer support to private and business aviation clientele. Previous aviation experience is not required. On the job training is provided.

### **Line Service Technician duties and expectations include, but aren't limited to:**

- Safely perform all line service duties.
- Work in a team environment with other employees to provide ground handling of aircraft and provide service to transit and tenant-based customers.
- Demonstrated ability to work independently without supervision.
- Deliver proactive and superior customer service and professionalism to private and business aviation clientele.
- Hangar of aircraft, refueling, towing, marshalling, mooring, deicing, washing, cleaning, lavatory service and ground power hook up on various types of piston and jet aircraft.
- Arrange for catering, rental car and hotel reservation at our customer's request.
- Provide shuttle service for passengers/crew as required.
- Be available 24/7 to respond to after hour service calls in an expeditious manner.
- Must be available to work flexible hours including overtime when required.
- Process sales transactions with cash or credit card.
- Receive and post aircraft arrival and departure information.
- Adhere to established operating procedures.
- Inspect, test, bottom load and operate Jet A and Avgas fuel trucks.
- Inspect, test, operate, and accept fuel load deliveries at the fuel farm.
- Maintain and properly document Quality Control forms.
- Use 2-way radios to communicate with Air Traffic Controller and Reading Jet Center personnel.
- Perform and demonstrate all requirements in accordance with FAA fuel handling directive.
- Demonstrate proper ground vehicle operations on the airfield and adhere to all fire and safety requirements for fuel handling.
- Cutting, trimming, and maintaining the company grounds.
- Performing all custodial duties inside our facilities as well as tenant customers.
- Maintain building infrastructure (i.e. basic mechanical, electrical, plumbing, etc.)
- Snow plowing ramp and parking lots.
- Safe operation of fork lift to load and unload items onto trucks and aircraft.
- Safe operation of ground service equipment, such as tugs, fuel trucks and transport vehicles.

- Inspect and perform routine maintenance on all vehicles and equipment.
- Restock and order supplies.

**Physical Requirements:**

- Ability to climb, stand for long periods of time, bend, twist, kneel and lift up to 75lbs.
- Stepping up/down on ladders, tugs and fuel trucks.
- Stooping below wings to chock aircraft.
- Exposure to potentially harmful aviation fumes from aircraft, helicopters, fuel, etc.
- Must be comfortable with working outdoors, day, night and in all weather conditions.
- Must be at least 18 years of age.
- Finger dexterity, operation of motor vehicle, operation of equipment, manage multiple tasks/projects, close attention to detail and adapt to ever changing work environment.
- Must possess a valid driver's license.
- Operational vehicle to commute to/from work.
- Exposure to chemicals, noise, dust and heights.
- Ability to successfully pass pre-employment drug screen, physical examination, breath alcohol test, audiogram analysis and visual exam.

**A well-rounded, quality candidate will possess the following skills:**

- Superior communication and organization skills.
- Ability to adapt to a fast-paced working environment.
- Articulate needs of department to superiors and vendors.
- Adopt and implement Reading Jet Center practices into day-to-day departmental operations.
- Accepting of change at any time.
- Confidence to professionally inquire about reports, purchase orders, scheduling, etc.
- Aware of, and able to accurately convey status of, multiple tasks relative to deadlines.
- Clear, concise and accurate communication with internal and external customers.
- Positive attitude.

This will be a fast-paced environment with an excellent benefit package and competitive wages. For further information about our company please visit our website at [www.readingjetcenter.com](http://www.readingjetcenter.com).