



CITY OF MADISON, INDIANA

## MADISON MUNICIPAL AIRPORT

3919 WEST IMS LANE

MADISON, IN 47250

T: 812-273-1914

Airport@Madison-IN.Gov

### **Airport Attendant Position**

The Madison Municipal Airport is actively seeking an Airport Attendant that will be responsible for representing the City of Madison while providing fast, efficient, and friendly service for all internal and external customers of the airport.

### **Responsibilities and Duties**

- Greet customers in a friendly, professional manner.
- Proactive preparation for all incoming aircraft.
- Provide timely feedback to the company regarding service failures or customer concerns.
- Provide line service needs that meet and exceed customer's service expectations.
- Maintain neat work area at all times to include front desk, lobby, and all FBO amenities.
- Assist with parking, towing, and fueling of aircraft.
- Facility Mowing
- Fuel - quality control, disposal, and paperwork.

### **Work Environment**

This position operates in an indoor/outdoor environment, which may include exposure to all types of weather conditions and direct contact with both moving and non-moving aircraft. This position may be exposed to hazardous noise levels, chemicals, fumes, and machinery.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job, to include but not limited to:

- Must be able to lift baggage, up to 75 pounds
- Stand to greet customers during verbal exchanges, walk throughout the facility to interact with customers.
- Bend/stoop to pick up tow bars and other equipment, up to 75 pounds.
- Bend/stoop below aircraft wings (to chock aircraft).
- Pull fuel hoses, up to 75 pounds
- Position may require bending, lifting, walking, stooping, squatting, gripping and climbing a ladder

### **Position Type and Expected Hours of Work**

**Hours are 8:00am to 6:00pm SUNDAYS and a few days a month.** This position may require after hour call-outs. Additional compensation is provided for call-outs. This position includes work which may require working early mornings, evenings, and weekends, along with scheduled City holidays. The airport is closed on New Year's Day, Thanksgiving Day, and Christmas Day.

### **Education, Experience, and Eligibility Qualifications**

- Applicant must be able to perform physical duties
- Customer service experience preferably in the service industry
- High School Diploma or equivalent
- Entry level position – Paid Training provided
- Ability to work evenings, weekends, and holidays
- Acceptable driving record
- Ability to pass a background check
- Experience in Aviation, Airport Operations, and/or Private Pilot.

### **Compensation**

**Pay is \$15/hour with paid lunch break.** Additional compensation for after hour call-outs will be provided. Paid training.

### **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this position. Duties, responsibilities and activities may change at any time with or without notice.

**Applications will be accepted until position is filled.**

**Applications can be filled out and dropped off at the Madison Municipal Airport.**

**Please direct any questions to Airport Director, Brent Spry, at 812-273-1914.**