

Job Title: **Line Crew Associate I**
Department: **Guardian Jet Center**

SUMMARY

Line Crew Associates are responsible for flights arriving and departing through our FBO. They ensure Pilot and Customer satisfaction.

REPORTING RELATIONSHIPS

Position Reports To: Line Supervisor and/or Lead.

PRIMARY FUNCTIONS AND ESSENTIAL RESPONSIBILITIES

1. Ensure safe passage to designated spaces for planes to park.
2. Help greet Pilots and Clients on arriving flights.
3. Help transfer Travelers' baggage to designated locations.
4. Pick-up or drop-off passengers at main Ontario Airport.
5. Clean KMR planes as requested.
6. Clean customer planes as requested.
7. Escort non-badged customers or staff to and from Ramp Area (Restricted Area)
8. Maintain cleanliness of Crew Car and company Suburban.
9. Operate all vehicles and equipment including fuel truck and tugs.
10. Ensure all company vehicles have sufficient fuel levels.
11. Know all processes of fueling from tank extraction to fueling customer planes.
12. Assist with facility maintenance and minor repairs.
13. Position Based tenant planes in hangar.
14. Wing walk and marshal aircraft on arrival and departure flights.
15. Pick up, sweep and clean both hangars as needed.
16. Perform other duties as assigned by the supervisor or General Manager.

QUALIFICATIONS

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| Educations/Certification: | <ul style="list-style-type: none">• High School Diploma |
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| Required Knowledge: | <ul style="list-style-type: none">• Aviation experience preferred |
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| Experience Required: | <ul style="list-style-type: none">• 1 year experience working at an Airport Ramp with fueling experience, preferred. |
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| Skills/Abilities: | <ul style="list-style-type: none">• Knowledge of MS Office Products (Word, excel and Outlook)• Flight tracking internet skills |
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| Physical Requirements | <ul style="list-style-type: none">• Must lift up to 50 lbs• Must lift overhead up to 50 lbs• Must Push/Pull up to 50 lbs• Must be able to walk/stand up to 8+ hrs/day |
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