



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 921.1

Job Title: **AIRCRAFT GROUND CREWPERSON**

Pay Grade: 5

### **GENERAL SUMMARY:**

Provides basic maintenance and services to vehicles, aircraft and other related equipment.

### **RESPONSIBILITIES:**

- Transports helicopters to and from hangers.
- Refuels and adds oil to aircrafts and vehicles.
- Cleans and checks equipment, furnishings and facilities.
- Performs meter readings (i.e., fuel, air pressures, etc.).
- Performs general administrative activities such as filing and record keeping.
- Delivers and picks up aircraft parts and supplies.
- Prepares and monitors vehicle checklist.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

Requires a high school diploma or a GED certificate.

#### **EXPERIENCE:**

No experience is required.

#### **COMPLEXITY:**

Work consists of routine and repetitive tasks, processes or operations requiring the selection and execution of simple actions.

#### **IMPACT OF ACTIONS:**

Errors in work typically lead to minor inconvenience and costs. Work is typically performed under close supervision of simple routine duties to ensure completion; or tasks are so highly routine that they may simply require following standardized instructions without continuous direct supervisory observation.

#### **SUPERVISION EXERCISED:**

##### **Direct Supervision:**

No direct report employees.

##### **Indirect Supervision:**

No indirect reports.

## **SPECIFICATIONS: (continued)**

### **CONTACTS:**

#### **Internal Contacts:**

Level of internal contact is extremely infrequent with virtually no contact beyond the immediate work unit/area. Interaction involves routine information exchange and/or simple service activity requiring common courtesy; e.g., answering questions, giving directions in response to simple requests.

#### **External Contacts:**

Level of external contact is extremely infrequent with virtually no outside contact. Interaction involves routine information exchange and/or simple service activity that requires common courtesy; e.g., directing calls, and answering simple questions.

### **PHYSICAL EFFORT:**

The position involves considerable physical exertion, such as regular climbing of ladders, lifting of heavy objects (up to 80 pounds) on a highly frequent basis and/or assuming awkward positions for long periods of time.

### **WORK ENVIRONMENT:**

There are routine exposures to significant levels of heat, cold, moisture and air pollution. The position may involve periodic exposure to chemical substances and physical trauma of a minor nature such as cuts, bruises and minor burns.

### **PHYSICAL SKILL:**

Requires the ability to make simple gross motor responses within large tolerances.

### **MISCELLANEOUS:**

All duties and responsibilities may not be included in the above job description.

### **JOB FAMILY:**

Aircraft Ground Crewperson

*Effective: October 1990*

*Revised: March 1997*