



UNION COUNTY BOARD OF COMMISSIONERS

Steve McClure Commissioner
Mark D. Davidson, Commissioner
Jack Howard, Commissioner

1106 K Avenue

La Grande, OR 97850

PHONE (541)963-1001

FAX (541)963-1079

TTY 1-800-735-1232

NOTICE OF JOB OPENING

Recruitment is open to all that meet the qualifications below and will be used to fill this vacancy and others that may occur in the next six months to one year.

POSITION: Fuel Worker
Union County Airport

OPENING DATE: March 28, 2016

CLOSING DATE: Open Until Filled

SALARY: \$11.00 per hour

FTE: Part-time - Up to 30 hours per week

DUTIES: Fuel aircraft in accordance with appropriate fueling practices. Maintain accurate records. Provide services to general public.

See job description for additional duties and requirements.

APPLY: Union County Public Works Department
10513 McAlister Road
La Grande, OR 97850

or

Union County Administrative Office
1106 K Avenue
La Grande, OR 97850

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

UNION COUNTY

Job Description

JOB TITLE: Fuel Worker – Part Time (up to 30 hours per week)

DEPARTMENT: Airport

APPROVED BY: Public Works Director

DATE: March 28, 2016

PURPOSE OF POSITION: Fuel aircraft in accordance with appropriate fueling practices. Maintain accurate records. Provide services to general public.

ESSENTIAL JOB FUNCTIONS:

- Fuel aircraft
- Answer phones and provide appropriate information
- Greet customers and general public and answer questions
- Check fuel inventory

ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASSIONAL WORK, THE INCLUSION OF WHICH WOULD BE IN CONFORMITY WITH THE FACTOR DEGREE ASSIGNED TO THIS JOB.

PHYSICAL DEMANDS OF POSTION

While performing the duties of this position, the employee is frequently required to sit, communicate, reach and manipulate objects, tools or controls. The position requires mobility and many duties are physically demanding, requiring movement of materials weighing up to 50 pounds. Duties involve operation of light equipment (fuel truck, pump, etc.) Activity and types of duties performed require manual coordination and dexterity.

WORKING CONDITIONS

The majority of duties take place outside buildings with exposure to all types of weather conditions and exposure to fuel, grease, oil and related smells. Position is subject to emergency call out after normal duty hours.

SUPERVISORY RESPONSIBILITIES:

Supervision is not a function assigned to this position.

SUPERVISION RECEIVED:

Works under the direct supervision of the Public Works Director or designee. The employee uses initiative in completing routine assignments and refers to the supervisor with problems or difficult situations.