



JOB ANNOUNCEMENT

External

Announcement Date: December 11, 2025

Closing Date: Open Until Filled

Announcement Type: External

Announcement Number: 25-20

Job Title: Airport Attendant

Department: Municipal Airport

Hours: Varies (Generally 29 hours per week or less)

FLSA Classification: Hourly, Non Exempt

Application Process

Applications may be obtained from the City of Guntersville Human Resources (Personnel) Office located at 341 Gunter Avenue, Guntersville, AL or by visiting our website at www.guntersvilleal.org. Completed applications for qualified applicants should be returned to the City of Guntersville Human Resources (Personnel) Department at 341 Gunter Avenue, Guntersville, AL 35976 or be emailed to humanresources@guntersvilleal.gov. Applications will be accepted **until position is filled.**

THE CITY OF GUNTERSVILLE IS A DRUG/ALCOHOL FREE WORKPLACE
EQUAL OPPORTUNITY EMPLOYER
WE PARTICIPATE IN E-VERIFY



JOB DESCRIPTION

Job Title: Airport Attendant (Part-Time/Generally 29 hours per week)

Department: Municipal Airport

Hours: Varies

FLSA Classification: Hourly, Non-Exempt

The Airport Attendant supports daily operations of the Airport by assisting patrons, fueling, FBO and ground maintenance, and light administrative duties. Work is performed under the general supervision of the Airport Manager.

ESSENTIAL FUNCTIONS:

1. Ensures that operations at the airport fixed base operations office, machinery, and equipment function smoothly.
2. Performs a variety of office administrative tasks in operation of the airport.
3. Maintains the aviation fueling operations in a safe and high quality condition; monitors aviation fuel supplies and equipment inventory accordingly.
4. Keeps the airport facilities in good condition in accordance with Federal Aviation Administration operational guidelines.
5. Responsible for weekly inspection of inventory and quality control tasks.
6. Participates in hanger, FBO and ground maintenance.
7. Maintains up-to-date files regarding functions and operations.
8. Assist in the preparation of the manager's report that is reviewed monthly by the Airport Advisory Board.
9. Assist patrons and serve as public relations for the City of Guntersville and Guntersville Municipal Airport.
10. These are not to be construed as exclusive or all-inclusive duties. Other duties and responsibilities may be added, deleted, or changed at any given time at the discretion of the Airport Manager. It may be done formally or informally, either verbally or in writing.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Considerable knowledge of general aviation aircraft and operations.
2. Skilled in basic computer operations to include applicable software such as Microsoft Office.
3. Ability to communicate clearly both orally and in writing.
4. Ability to speak clearly on a radio microphone.
5. Ability to work basic math computations.
6. Ability to perform essential functions in extreme cold or hot weather conditions.
7. Ability to work a flexible schedule.

8. Ability to establish and maintain an effective and respectful working relationship with supervisors, co-workers, patrons, vendors, general public, and those in contacted in course of work.
9. Ability to become thoroughly familiar with emergency procedures.
10. Ability to continually monitor/update operating procedures with **Safety** being number one priority.

PHYSICAL REQUIREMENTS:

1. Sufficient strength to lift, push or pull at least 50 pounds at any given time; ability to walk, stand, kneel, step, climb, bend, squat, twist, and reach frequently.
2. Ability to perform duties in very cold and hot temperatures, and inclement weather conditions.

MINIMUM QUALIFICATIONS:

Possess and maintain a valid Alabama driver's license with driving record suitable for insurability.

DESIRABLE QUALIFICATIONS:

Aviation background

This job description indicates in general the nature and levels of work, knowledge, skills, abilities, and other essential functions (as covered under the ADA) expected of an incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of an incumbent. An incumbent may be ask to perform other duties required. This job description reflects management's assignment of essential functions and position responsibilities. Nothing in the job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Incumbent must be able to perform the essential functions of this position with or without reasonable accommodation.