

# **TBI Airport Management, Inc.**

## **Job Description**

### **Fuel Agent**

**Reporting to:** Supervisor, Fueling

**Location:** Orlando Sanford International Airport  
Sanford, FL

#### **General Responsibilities:**

The Fuel Agent is responsible for fueling and servicing aircraft and the safe and efficient operation of equipment used in fueling aircraft in an exterior work environment that involves diverse weather conditions.

#### **Major Responsibilities and Functions:**

- Perform fueling in safe and efficient manner.
- Responsible for accurate accounting of fuel transactions
- Perform daily Quality Control checks on equipment.
- Ensure the correct loading and balancing of fuel.
- Responsible for defueling aircraft as directed.
- Maintain equipment in clean and functional condition.
- Use fuel trucks, hydrant carts and stationary carts to fuel aircraft.
- Responsible for deicing aircraft as required.
- Other duties as assigned.

#### **Health and Safety Responsibilities:**

- Take all reasonable and necessary precautions to ensure personal health and safety, as well as that of co-workers and any other person(s)
- Report immediately to management, all unsafe and unhealthy conditions
- Report immediately to management, all occurrences that cause injury or damage to any person or property
- Comply with TBI's Environmental Safety and Health program and procedures

#### **Qualifications:**

- Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.
- High school diploma, GED or equivalent in experience
- Able to read, write, speak and understand English.
- Pass a required pre-employment drug screen and 10 year background check
- Knowledge of defuel procedures, fueling procedures for various aircraft, deicing procedures and fueling procedures for various ground equipment.
- Excellent customer service skills and a strong work ethic

- Present a neat professional appearance and demeanor

**Working Conditions:**

**Physical Effort:**

While performing the duties of the position, the employee is regularly required to sit, stand and walk for extended periods of time throughout the course of daily activities. The employee is occasionally required to climb, lift, balance, stoop, kneel, or crouch. The employee is required to work on a computer, in addition to doing paper work.

**Mental Effort:**

Position involves encounters with members at every level of the organization, airline employees, vendors, subcontractors and members of the public, and requires a sense of responsibility to provide a high level of service and accurate information. The position involves stress associated with responding to/solving problems. The position requires the exercise of discretion and independent judgment, as well as a creative approach to formulating responses and making recommendations regarding changes in company policy and/or procedures, as required. Operations are dynamic and situations may require immediate attention. This position requires a professional approach and demeanour under all conditions.

**Reporting Staff:**

None

**Normal Working Hours:**

Hours will vary based on operational needs. Must be available to work a flexible schedule to include weekends and holidays.