

TBI Airport Management, Inc.

Job Description

Fuel Manager

Reporting to: General Manager

Location: Orlando Sanford International Airport
Sanford, FL

General Responsibilities:

The Fuel Manager's role is to assist the Ground Handling General Manager of Operations with the oversight of the Fueling Department for Domestic and International Flights. The Fuel Manager will have superior knowledge of proper fueling procedures and Quality Control, including safety, and security. Manager must demonstrate leadership and mentoring skills through leading by example. This professional must have planning skills and be responsible scheduling fueling agents. The Fuel Manager will assist General Manager by overseeing, coordinating and participating in all activities related to fueling operations. Manager works outdoors in all kinds of weather with potentially hazardous aviation jet fuel and gasoline.

Major Responsibilities and Functions:

- Responsible for maintaining safety and security of the Fueling Department
- Oversee, monitor and direct workflow of the fuel team providing Fueling Quality Control
- Work under pressure while maintain near 100% on time performance.
- Encourage team cooperation through briefings and leading by example
- Ability to determine when tasks are complete and review daily reports
- Communicate efficiently with upper management and fueling agents
- Ensure all team members practice all safety policies and procedures
- Comply with all security requirements of air carriers
- Assist in scheduling
- Conduct new hire and exit interviews
- Maintain accurate record of use of fuel
- Fuel aircrafts and ground equipment as needed
- Payroll overview and submission

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:

- 3+ years of demonstrated Supervisory and/or Leadership experience as a Fuel Supervisor or Manager
- High school diploma, GED or equivalent in experience using basic math skills
- Able to read, write, speak and understand English
- Pass a required pre-employment drug screen and 10 year background check
- Must complete paperwork as needed and basic computer skills
- A strong work ethic
- Must be punctual & dependable
- Be flexible with scheduling
- Willing to work in a time-sensitive and fast paced environment
- Valid Driver's License

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 demeanor under all conditions.

Reporting Staff:

Fuel Supervisors, Fuel Agent Leads and Fuel Agents

Normal Working Hours:

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