



## City of Wisconsin Rapids Employment Opportunity

### Temporary Seasonal Airport Attendant

The City of Wisconsin Rapids has an opening for an Airport Attendant. This is a temporary/seasonal, non-benefits eligible position for the late spring, summer, and fall seasons. The purpose of this position is to assist in facilitating the daily operation, maintenance, and promotion of the Alexander Field South Wood County Airport. The position will report directly to the Airport Manager.

Primary responsibilities include, but not limited to, the following:

- Assists in ensuring safe and efficient daily operations with implementation of safety policies and FAA rules and regulations.
- Assists in the maintenance of accurate records of operational statistics to include retail fuel sales, rental and tie-down revenues, and the total number of users of each class of airport services.
- Inspects and maintains runways, taxiways, runway lighting, hangers, grounds, and buildings.
- Performs aircraft fueling, tie-downs, towing, parking, storage, and other ground services.
- Provides prompt and efficient aircraft services and welcoming public presence to pilots and visitors.
- Loads and unloads passengers, baggage, mail, and freight.
- Issues NOTAMs, may arrange airfield closures, assists with special events and ensures that weather observations are automatically taken.
- Assists in maintaining a neat and physically attractive facility, performs janitorial duties, removes trash, cuts grass/snow removal per FAA Advisory circular recommendations.
- Assists in maintaining pilot lounge area, information services, direct telephone service connections and internet connections for flight information and weather services.
- Assists in ensuring performance and regular maintenance of all vehicles and equipment.
- Other duties as assigned

Average workday is 4-6 hours per day for an average of 20-30 hours each week. Weekend shift is required twice each month. Pay rate is \$10.50 per hour depending on experience.

Candidates should submit a resume and application via email to [recruitment@wirapids.org](mailto:recruitment@wirapids.org). Applications are online: [https://www.wirapids.org/uploads/1/0/3/3/103347874/application\\_rev\\_4-17-19.pdf](https://www.wirapids.org/uploads/1/0/3/3/103347874/application_rev_4-17-19.pdf).

*The City of Wisconsin Rapids is an equal opportunity employer. Women, minorities, veterans, and individuals with disabilities are encouraged to apply. If you need assistance at any time during the application process, please call 715-421-8214.*