

# GUYOIL AVIATION SERVICES INC.

## JOB DESCRIPTION

**JOB TITLE: ASSISTANT TO SUPERVISOR**

**REPORTS TO: AVIATION SERVICES MANAGER THRU' THE SUPERVISOR**

### **DESCRIPTION**

Assisting the Supervisor to Refuel and Service Aircraft and the safe, efficient operation of equipment used in fueling aircraft, including the Aviation Jet Fuel Storage Facilities at Cheddi Jagan International Airport.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

#### **AIRCRAFT FUELLING: -**

1. Comply with CJIA International Airport Rules and regulations, including:
  - (a) Security Clearance of the Airport Authority; and
  - (b) Radio Licence Communications Certificate.
2. Assisting Supervisor to perform fueling in safe and efficient manner.
3. Assisting to account for accuracy of Fuel Transactions.
4. Perform Daily Quality Control Checks on equipment including Record Keeping.
5. Assist to maintain equipment in a clean and functional condition.
6. Assisting to ensure the correct loading and balancing of fuel.
7. Assisting to fuel or defueling Aircraft as required. The proper use of Fuel Tanker/Trucks.
8. Must meet the Station's Attendance Standards including the Company's Rules and Regulations.
9. Any other duties which may be assigned from time to time.