



Job Title: Aircraft Ground Handler

Department: Ground Handling

Location: London Oxford Airport

Date: May 2022

Main purpose of job

Aircraft Ground Handlers work within the Ground Handling department, providing refuelling, ground handling and additional services to based and visiting aircraft as required.

Main responsibilities of the job

Refuelling

- Perform aircraft refuelling promptly to a variety of aircraft utilising mobile fuel bowsters
- Actively assist the Ground Handling Manager with required Quality and Standards control checks/measures
- Assist with all tanker deliveries, ensuring they are conducted safely and promptly
- Report and log any issues affecting refuelling to the Ground Handling Manager and, if necessary, Airport Management
- Carry out regular maintenance and monitor the performance of vehicles/equipment within the operational environment to ensure the highest standard of performance is achieved at all times
- Report and monitor any faults found with vehicles or equipment
- Ensure that fuel bowser and fuel farm product levels are maintained in accordance with operational requirements
- Liaise with other departments regarding aircraft movements to ensure customers receive a swift and effective level of service
- Ensure all paperwork and administrative duties are completed accurately, promptly and relevant information is disseminated as appropriate
- Maintain exceptional airside discipline at all times, including appropriate use of PPE
- Assist the Airport Operations Manager with winter ops procedures to ensure safe airfield operation is maximised in adverse weather conditions

Ramp

- Monitor computer systems to ensure customer service is prompt at all times
- Effectively plan and manage the allocation of aircraft parking on the airport
- Manage the apron accordingly, including FOD checks, and keeping equipment safely stored
- Promptly meet inbound aircraft and provide assistance with baggage and equipment as necessary
- Provide ground handling services as required, including toilet/water servicing, waste removal, ground power supply and de-icing
- Carry out general duties to enhance the operational output of the airport, including aircraft towing, hanger maintenance, equipment checks and equipment refuelling
- Assist with vehicle and visitor escorting as required
- Ensure prompt dispatch of outbound aircraft including; loading of aircraft, removal of chocks, and marshalling signals for pushback or engine start
- Any other duties as defined/requested by the Ground Handling Manager within the limits of your knowledge and competence
- Comply and co-operate with Company Health, Safety and Welfare requirements

- Ensure personal safety and that of others at all times
- Report any hazards, unusual occurrences or unsafe practices immediately
- Carry out emergency procedures when required
- Participate in safety briefings and meeting as required
- Report all accidents or near misses via the appropriate mechanism

Hours

- 40 hours per week. The role involves rostered shifts to include weekends and Bank holidays.
- It may be necessary and essential to work unsociable hours. The post holder is expected to fulfil such requirements without additional recompense.

The candidate

- You will ideally have Business Aviation/General Aviation Ground Handling experience, however consideration will be given to candidates who have transferrable skills. (Salary would reflect this)
- Be able to provide 5 year work history for Airside clearance

In return we offer:

- Starting salary £23,500 rising to £25,700 after cross training and successful completion of probation.

To apply

Please send your CV and covering letter to **Gavin Pare– Ground Handling Manager** at gpare@londonoxfordairport.com