

Job title: Ground Handler

Department: Airside Operations

Reporting to: Ground Handling Manager

Location: London Oxford Airport

Main purpose of job:

Aircraft Ground Handlers work as part of the Airport Operations Team, providing refuelling, ramp handling, and additional services to base 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
- Comply with airport procedures at all times, keeping fully updated with all changes
- 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.

Level of responsibility:

Operational
Ground Handling Experience Essential

Working conditions (*hours of work, any travelling required etc*):

Position: Salaried

Hours: 40 hours per week. The role involves rostered shifts to include weekends and Bank holidays.

Location: Oxford Airport

It may be necessary and essential to work unsociable hours. The post holder is expected to fulfil such requirements without additional recompense.