



Job Description

Aircraft Refueller – Fuels (Athens, Greece)

Reports to: Operations Supervisor

Location: Athens International Airport, Greece

Overview

People. Passion. Pride. This is what has driven our teams since 1833.

Since that time, we have developed to become a critical partner in the global aviation industry, delivering time-critical logistics services at over 250 locations in 58 countries, across 6 continents.

But at the heart of our business is our people.

Role Purpose

The Aircraft Refueller is responsible for delivering safe, compliant and efficient aircraft refuelling services in line with airline service level agreements, company procedures and aviation safety standards.

Main Accountabilities

- Attend and refuel aircraft using tanker/bowser vehicles as directed by the Allocators, Supervisor or daily worksheet.
- Operate in accordance with airport, Health & Safety, HM Customs, Security and company regulations and procedures.
- Operate onboard switches in accordance with ASIG/Airline procedures.
- Record operational data manually and/or electronically.
- Conduct vehicle checks by carrying out designated quality control procedures.
- Identify and report any defects found.
- Ensure all vehicles are serviced with diesel/gas oil and necessary lubricants.
- Maintain regular radio/telephone contact for flight information and operational communications.
- Report incidents and provide required reports.
- Carry out other relevant duties as directed by the Supervisor or Regional Manager.
- Maintain compliance with safety, security and environmental standards.
- Support safe turnaround and operational performance targets.

Safety, Security and Compliance:

ALL employees have a responsibility and duty whilst at work to:

- Take reasonable care for the health, wellbeing, safety and security of themselves and of others who may be affected by their actions or omissions whilst at work.
 - Co-operate with their manager / supervisor in order to allow them to perform or comply with any legal requirements imposed on the company.
 - Not intentionally or recklessly interfere with or misuse anything provided by the company in the interests of health, wellbeing, safety, security or welfare reasons.
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- Inform their manager / supervisor of any work situation, equipment or activity that represents a serious or immediate danger to health, wellbeing, safety and security.
- Report any hazards, near misses, incidents, accidents or dangerous occurrences to their manager / supervisor, who will then follow the procedures contained in the HSE and Security manuals.
- Carry out work in accordance with information and training provided and any specific health, wellbeing, safety and security rules or procedures.
- Fully understand the Company Health & Safety and Security policies.
- Attend training courses as may be arranged by the Company

Qualifications, Competencies & Experience

- Demonstrates strong awareness of Health, Safety, Security and Environmental requirements.
- Valid driving licence (LGV C+E, ADR or CPC would be advantageous).
- High standards of accuracy and literacy required to support operational tasks.
- Strong understanding and use of performance manuals.
- Fluency in Greek and good knowledge of English.
- Strong teamwork and communication skills with high flexibility.
- Aircraft refuelling experience desirable but not essential as training will be provided.
- Excellent leadership, personal and communication skills (appropriate to role level).
- Ability to work safely under pressure and follow procedures.
- Adaptable and flexible approach to operational requirements

Employee Acknowledgement (if required)

I, _____, acknowledge review of this job description and understand that it is not contractual and is intended as a guideline only. Furthermore, I realise that it is subject to change or amendment as deemed appropriate by Menzies Aviation. I also understand that all job duties are not described above and that I will be expected to perform other related duties as directed by my direct Manager and/or Senior Leadership.

Signature: _____ Date: _____

