

**POSITION: Lineperson and Shop Assistant- Full-Time/Year-Round****SUMMARY**

Gem Air is a small air-service provider based in Salmon, Idaho; our rural mountain town offers easy, out-your-backdoor access to rafting, fishing, mountain biking, hunting, skiing and more. Our mission at Gem Air is to provide our customers with safe, reliable, and clean air service from a courteous and professional staff.

We are looking for a responsible, reliable person to join our crew and help out on the line and in the shop. We're looking for someone we can count on to get the job done the right way the first time. The ideal candidate will be safety-minded and have 2-3 years of experience working with machinery, towing trailers, running plows, etc. Experience in aviation and fueling aircraft is a plus. We also expect there to be some computer work, so comfort working with computers is required.

This job is 30-40 hours/week, year round. Forty hours a week in the summer. Some responsibilities will stay the same year-round, while others will vary with the season. Much of the work will include working outside in widely varying conditions, from very cold and icy in the winter, to extremely hot in the summer. This is a safety sensitive position, and you will be drug tested both pre-employment and randomly during employment.

**THE GENERAL EXPECTATIONS**

- Put the safety of our planes, employees, passengers, at the top of your list of priorities.
- Take pride in your work
- Be a good team member – be reliable, efficient, and willing to pitch in and help out where needed.
- Keep your workspaces and yourself neat and organized.
- Continue learning and looking for ways to improve both your work and our organization.

**PRIMARY RESPONSIBILITIES (but aren't limited to):**

- Prepare our aircraft for flights, to include fueling, cleaning, repositioning and reconfiguring.
- Actively sell our fueling services and fuel outside aircraft that want assistance.
- Reconfigure aircraft according to flight needs
- Reposition aircraft on the ramp, and into and out of hangars
- Help clean aircraft, both interiors and exteriors
- Help manage and load passenger bags for large groups– especially in the summer
- Help load gear loads for backcountry flights
- Assist with grounds maintenance, to include plowing in the winter, and mowing lawns and landscaping, etc in the summer.
- Assist the shop when needed with maintenance tasks as approved by the DOM
- Assist in maintaining shop inventory records, which includes significant work on the computer
- Conduct yourself in a professional manner at all time
- Assist with additional tasks and duties as they may be assigned.

**REQUIREMENTS**

- Must be 18 years or older
- Must have a valid drivers license.
- Must be comfortable and able to responsibly work with expensive machinery
- Must be comfortable and knowledgeable using computers.
- This is a full-time position. Off-hour and weekend work will be required.
- Please note this is a safety sensitive position which requires pre-employment drug testing as well as random drug testing throughout employment.
- Must be able to lift 50+ pounds

**PREFERRED EXPERIENCE**

- Experience working in aviation and fueling aircraft
- Experience working with machinery, including tractors, moving trailers, etc
- Experience with maintenance on vehicles
- Experience managing inventory using computer programs

**Pay and Benefits**

Pay is \$12-\$15/hour DOE

Other Benefits:

- \$200/month toward medical insurance if you pay your own insurance.
- Two (2) weeks paid vacation/year. These do not roll over year to year.
- Five (5) paid wellness days/year. These do not roll over year to year.
- 401K after 6 months with up to 4% employer match.
- Flights on standby to Boise for yourself and immediate family members, with office approval.

**TO APPLY:** Please submit your resume and cover letter to [jo@gemairflights.com](mailto:jo@gemairflights.com)

**DEADLINE TO APPLY:** Open until filled