



**Duties and Responsibilities (continued)**

- Performs taxi and limousine lot functions.
- Monitors movement of taxi and limousines, monitors voucher system, logs trips in computer system.
- Provides customer service for all incoming calls on the Airport Information Line, including maintenance and emergency calls for tenants, employees, airport divisions and the public.
- Performs related duties as required.

**Technical Skills**

- Demonstrate knowledge the principles, practices, and methods of radio transmitting and receiving equipment; governmental rules, regulations, procedures, and records necessary in radio transmission for the KCI Airport System. Demonstrate knowledge of the geographical layout, facilities, systems and security access restrictions of the airport.
- Demonstrate some knowledge of surveillance cameras, VCRs and paging systems.
- React quickly and calmly in emergency situations; transmit messages clearly and accurately via radio and telephone.
- Must demonstrate ability to perform addition, subtraction, multiplication, and division of whole numbers and fractions, calculate percentages, and convert units of measure; perform calculations with weights and volumes and the use of weight scales.

**Education and Experience**

High school graduation

**Certificates/ Licenses/Special Requirements**

- Must pass a physical examination and psychological evaluation as prescribed by the City.
- Will be required to pass a pre-employment drug screen.
- Must pass a background check as prescribed by the City.
- Must be able to obtain state certification to operate the ALERT II system.

**Supervisory Responsibility**

None

**Supervision Received**

Work is performed under general supervision.

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.

**Created**

9/06

**Revised**

1/08, 12/13, 10/21,8/2022 , 01/2024