

## AIRPORT OPERATIONS SPECIALIST

### Job Description And Duties

**Winter Hours Of Operation – 08:00-17:00**

**Summer Hours Of Operation – 08:00-18:00**

### **Reporting To – Airport Manager**

-Daily airport opening duties (opening of buildings, initialization of equipment, daily airport inspection, hangar complex inspection).

-Aviation fuel quality control testing. Fuel Handling Certificate is an asset.

-Aircraft fueling. Fuel Handling Certificate is an asset.

-Aircraft apron control via radio communication and aircraft marshalling.

-Invoicing for all airport related services. Basic computer skills are necessary.

-Cleaning and maintenance of the main terminal building and all airport owned buildings.

-Summer season airport maintenance (grass cutting and trimming, light gardening, light maintenance on associated equipment). The ability to perform physical tasks and lift objects up to 75 pounds is required. Experience with powered grass cutting and trimming equipment is an asset.

-Winter season airport maintenance (Snow removal and ice control operations, runway surface condition observation and reporting, snow removal and ice control operations on all groundside roads and parking lots. Heavy equipment or agricultural equipment experience is a major asset.

-Daily record keeping and administrative duties.

-Communicate with airport customers regarding service inquiries and facilitate service requests. Communicate with airport staff to ensure all daily airport operations run safely and seamlessly.

-Daily airport closing duties.

-Various tasks and duties related to daily airport operations as delegated and assigned by the Airport Manager to ensure the safe, efficient, and effective promotion and operation of the airport.