



NOTICE OF JOB VACANCY

Date of Posting: October 1, 2019

Title: Airport Operations Specialist

Position: R00711

Posting: 2019-1952

Length: Full-time

Department/Division: Planning, Development & Legislative Services/Region of Waterloo International Airport

Hours of Work: 40 hours per week; Various shifts

Union: C.U.P.E. Local 1656

Wage: \$29.72 per hour

Location: Region of Waterloo Airport Operations Centre, 75 New Germany Lane, Breslau

Closing Date: October 7, 2019

Description of Duties:

Maintains grounds, facilities, and equipment at the Region of Waterloo International Airport (ROWIA) per Canadian Aviation Regulations, Provincial and Federal Regulations, and Regional policy and safety standards. Provides Aircraft Rescue and Fire Fighting (ARFF) and medical emergency first response services on the ROWIA site.

Knowledge, Skills & Abilities Required:

- Knowledge of airport operations, procedures, and requirements; major airport components for maintaining the aerodrome, grounds, buildings, equipment, and vehicles; and communication and math skills, acquired through a Grade 12 education plus 2 years of airport related experience (e.g., combination of airport, winter maintenance, emergency service) or an equivalent combination of education and experience, such as: a Grade 12 plus 1 year of related post-secondary courses/certification (minimum 700 instruction hours) plus 1 year of related experience (e.g., combination of airport, winter maintenance, emergency service) or Grade 12 plus more than 1 year of related post-secondary education and 6 months of airport related experience (e.g., combination of airport, winter maintenance, emergency service).
- Must meet Transport Canada regulations for operating airport vehicles and machinery, acquired through ROWIA's 7-week in-class training program, and 2 years of on-the-job related experience. (Training includes certification in Aircraft Rescue and Fire Fighting (ARFF) detailed in Transport Canada regulations, and full retraining every 3 years.) Must be able to wear a self-contained breathing apparatus (SCBA) to perform ARFF functions. Must complete First Responder recertification (conducted bi-annually) and annual refresher course.
- Must possess Airport Vehicle Operators Permit (AVOP) or attain within 10 days of employment at the ROWIA.
- Must possess Restricted Radio Telephone Operators Certificate, Aeronautical

Class to be hired.

- Must possess Firearms Possession and Acquisition Permit within one month of employment.
- Must possess and maintain Standard First Aid & CPR Certificate to be hired.
- Must possess Valid First Responder Certificate within 6 months of employment at the ROWIA.
- Knowledge of and ability to comply with corporate policies and procedures. Familiarity with Transport Canada regulations/guidelines, including: Manual of Airport Traffic Directives, Radio Telephone Operators Handbook, Canadian Aviation Regulations, Airline Security Regulations, Aerodrome Standards and Recommended Practices, and Canadian Aviation Security Regulations.
- Understanding of Emergency Response Procedures and ability to assume the role of first responder when an emergency response is required.
- Communication skills to respond to inquiries from tenants and the public, and participate as an effective team member. Ability to read and understand written aviation weather terminology, instructions, schedules, reports, regulations, procedure manuals, equipment operator manuals, and other materials related to airport operations. Ability to maintain records and logs on airport inspections, maintenance, security, and aircraft incident reports, and write related reports as requested by supervisor.
- Ability to operate a decelerometer and surface condition reporting system.
- Must have a valid Class "D" driver's licence with "Z" endorsement and acceptable driving record to operate Regional vehicles.
- Ability to work variable shifts and hours year-round, including weekends and statutory holidays. Ability to work overtime, rotating, extended, and irregular shifts.
- Must provide an acceptable Security Clearance Check for a Restricted Area Identification Card from Transport Canada to meet security requirements –OR– must provide an acceptable Police Records Check and be able to obtain a Security Clearance Check for a Restricted Area Identification Card from Transport Canada within 6 months of hire.
- Ability to travel to the United States for training.
- Ability to support and demonstrate the Region's values.

We invite internal applicants to **APPLY ONLINE** through the **JOB POSTINGS SECTION OF THE REGIONAL PORTAL** by the closing date - or- **drop off** an application using an **Application for Posted CUPE 1656 Position Form (HR56)** to the Region of Waterloo, Information Desk located on the main floor at 150 Frederick Street, Kitchener, ON N2G 4J3.

Resumes are not required however a detailed application is recommended since this will be used to select candidates for the interview process. If you have questions regarding the application process, please refer to "Frequently Asked Questions - How to Apply for a Position" under Employment Opportunities on the HR Portal. Thank you for your interest in this job, but we will only be corresponding with you if you are selected for an interview.

Note: As per the collective agreement, probationary employees will receive 5% less than the regular permanent rate of the classification they are employed in, until the completion of three (3) months continuous service or sixty (60) actual days worked, whichever is the greater. They will then commence receiving the regular permanent rate.

Regular and reliable attendance required for consideration.

The Region of Waterloo is an equal opportunity employer committed to diversity and inclusion. We encourage qualified applicants to apply and will accommodate the needs of qualified applicants under the Human Rights Code in all parts of the hiring process.

Alternate formats of this document are available upon request. Please contact Service First Call Centre at phone number 519-575-4400, or TTY number (519-575-4608) to request an alternate format.