



## THE TOWNSHIP OF GEORGIAN BLUFFS REQUIRES TWO FULL-TIME AIRPORT OPERATIONS REPRESENTATIVES

The Township of Georgian Bluffs is currently accepting applications for two Airport Operations Representatives. Located in Grey County, along the shores of Georgian Bay, the Township of Georgian Bluffs is a mixed urban/rural municipality with a population of approximately 10,500 people.

Reporting to the Airport Manager, the successful candidate will be responsible for the day to day operations of the Wiarton-Keppel International Airport including:

- Customer service and communication with airport users such as pilots, passengers and tenants
- Operating a variety of vehicles and heavy and light equipment such as pick-up trucks, tractors, sweepers, mowers, and other related tools/equipment to maintain the airfield, airport grounds and terminal building (eg. snow removal, runway de-icing, lawn and garden care, and general maintenance)
- Administrative tasks such as managing the SMS, processing cash receipts and invoices, record keeping, and doing facility bookings
- Performing all airport activities ensuring adherence to all applicable legislation and safety procedures
- Servicing aircrafts (eg. fueling, marshaling, towing, etc)

The ideal candidate will possess the following qualifications:

- Post-secondary college or university education, or a mix of related education and airport experience
- A working knowledge of all airport operations, regulations and legislation
- Possess a valid Ontario DZ driver's license and provide a clear driver's abstract for the last three years
- Have knowledge of and the ability to operate associated vehicles, heavy equipment and light equipment necessary for airport maintenance and have previous experience operating a snow plow
- Possess a valid Firearms Possession and Acquisition License (PAL)
- Possess Aviation Fueling and Restricted Radio Operators licenses
- Have knowledge of and experience in mechanical and vehicle maintenance
- Possess strong organizational and time management skills
- Have the ability to deal with airport customers and the public with tact and discretion
- Have excellent customer service, interpersonal, conflict resolution and problem solving skills
- Be able to work independently and/or with minimal supervision
- Be proficient with the Microsoft Office Suite
- A demonstrated ability to work collaboratively
- Possess or be willing to attain a Standard First Aid certification
- Experience writing reports and airport manuals an asset

These are permanent full time positions with benefits and will be based on a 35 hour work week including scheduled shifts every other weekend and some additional rotational on-call shifts.

**Qualified candidates are encouraged to submit a cover letter, resume and professional references no later than November 20<sup>th</sup>, 2017 at 4:00 PM.**

Human Resources – Township of Georgian Bluffs  
177964 Grey Road 18, R.R. # 3  
Owen Sound, Ontario N4K 5N5  
Phone: 519-376-2729 Email: [hr@georgianbluffs.on.ca](mailto:hr@georgianbluffs.on.ca)

All applications and inquiries will be treated in strict confidence. The Township thanks all applicants, however, only those who are selected for an interview will be contacted. Personal information is collected under the Municipal Freedom of Information and Protection of Privacy Act only for job selection purposes. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.