

Position	Airside Operations
Reports to	<i>Director of Airport Operations</i>

Job purpose

Reporting to the Director of Airport Operations, the Airside Operations position is responsible for many administrative tasks, and safety sensitive functions in the daily operation of the Peterborough Airport. This includes a variety of tasks in the Airport Administrative offices, Airside, and in the Airport Operations Centre.

Duties and responsibilities

- Monitoring of airside and groundside operations, providing Unicom advisories to air traffic, and escorting persons/vehicles airside
- Operate heavy equipment including tractors and attachments, loader, snow blower, sweeper, and single and tandem axle trucks, for winter and summer maintenance activities
- Provide administrative support to Airport Management as needed
- Ensuring the adherence to the Airport Inspection Program and Safety Management System regulations
- Ensure Airside safety and security through the performance of airfield/runway inspections and wildlife inspections and control.
- Initiate emergency response/activation of Airport Emergency Response Plan
- Professional presentation and interaction with Airport Customers
- Ability to work independently, or effectively as part of a team

Qualifications

- Post-Secondary Aviation Education or equivalent aviation knowledge/experience
- Communication skills, written and verbal, to respond to customers and complete required Airport documentation procedures
- Proficiency with Microsoft Office software

Qualifications considered assets to the position:

- TP312E course or equivalent experience
- Airfield Lighting Maintenance Course
- Private Pilot's License or flight training experience
- Restricted Radio Operators Certificate (ROC-A)
- Chainsaw safety certification
- Firearms Possession and Acquisition Permit
- Current C.P.R. and First Aid training
- Working knowledge of runway surface condition reporting
- Valid "D" Driver's License with "Z" brake endorsement or equivalent heavy equipment operation experience

Working conditions

This job is performed approximately 50% of the time, out of doors. The hours for this position include shifts, weekends, statutory holidays, and rotational on call.

Due to the nature of this position, applicant must live within one hour's drive of the Peterborough Airport.

Physical requirements

This position requires the ability to lift up to 30 kg, prolonged periods of standing or sitting while using equipment or at a desk, lifting, pulling, and managing heavy equipment and objects.

Approved by:	<i>Trent Gervais Director of Airport Operations</i>
Date approved:	<i>Date upon which the job description was approved</i>
Reviewed:	<i>May 2015</i>