



EARLTON-TIMISKAMING
Regional Airport

Position Number: **AMS1**
Classification: **Included**
Date: **September 28, 2021**
Closes: **October 13, 2021**

Position Title: **Airport Maintenance Staff 1**
Reports To: **Airport Manager**
Version: **1**
Term: **Part time Temporary Seasonal**

Only email applications will be accepted. Send resume and cover letter to info@timiskairport.com

Please include wage expectations.

Position Summary: The Airport Maintenance Staff Member, under the direction of the Airport Manager, has primary responsibility for participating in those activities supporting the safety, operational performance and maintenance of airport properties, facilities and vehicles, including minor electrical, mechanical and plumbing repairs.

Duties and Responsibilities:

A. Safety

Under the direction of the Airport Manager:

1. Ensure that all work activities are conducted in a safe and standard manner;
2. Report promptly any accidents or incidents and be prepared to participate in investigating and developing risk reduction measures or elimination of risk in the future performance of these duties;
3. Identify hazards in the performance of maintenance duties and participate in the development of risk mitigation strategies;
4. Conduct periodic wildlife management inspections with a frequency sufficient to yield a steady flow concerning wildlife presence and movement on the airport property; and
5. Take action in accordance with the Wildlife Management Plan when required to control wildlife on the airport.

B. Airside Responsibilities

Under the direction of the Airport Manager:

1. Conduct daily inspections of runways and maneuvering surfaces in accordance with regulations and airport policies. Complete the required reports and submit them promptly. Advise NAV CANADA during winter operations. Complete and submit Runway Surface Condition Reports in accordance with Transport Canada regulations;
2. Conduct snow removal activities in accordance with the airport Snow Removal and Ice Control Plan on airport runways taxiways, aprons, access ways, roads and parking lots. Recommend changes in the plan to the Airport Manager to improve the plan;

3. Conduct routine, periodic inspections of airport lighting, signage, windsocks, airport pavement conditions, airport pavement markings and the field electrical system. Maintain all of these facilities or recommend required maintenance activities to the Airport Manager;
4. Roll and cut grass on the airside of the airport and secondary runway. Determine the appropriate grass height required to permit aircraft operations on the grass landing strip and to control wildlife on other grassed areas. Remove or arrange to have removed any vegetation that reduces the operational capability of the airport or report the need to do so to the maintenance Supervisor;
5. Provide escort services for maintenance, inspection and other vehicles authorized to be on the airport but not equipped to proceed independently;
6. Undertake aircraft servicing including: fuel & fluid servicing, undertake quality and inventory control of aviation fuel supply and delivery equipment. Perform customer service duties (accepting and processing payments, arranging catering and other services). Provide reception at the airport including greeting and responding to public inquiries in person or on the telephone and responding to customer concerns and complaints.
7. Supervise and assist contractors on the airport as required.
8. Related duties as assigned.

C. Groundside Responsibilities

Under the direction of the Airport Manager:

1. Operate, inspect, maintain, fuel and perform seasonal preparation activities on all Airport-owned vehicles. Recommend significant rehabilitation projects on vehicles to the Airport Manager;
2. Cut grass and perform snow removal as necessary for designated areas, carry out landscaping improvements and maintain all grounds belonging to the Airport. Make recommendations to the Airport Manager for repair, maintenance or improvement projects on airport-owned lands and roads;
3. Inspect, maintain and clean buildings belonging to the Airport. Inspect and clean public washrooms daily. Ensure an adequate supply of soap and paper products;
4. Identify acts of vandalism to any property on the airport. Report acts of vandalism to the Airport Manager and any affected lease holders;
5. Report any unauthorized incursions onto aprons, taxiways and runways to the Airport Manager. Escort vehicles and people off the Airport if required; and
6. Read utility meters on a monthly basis. Report the readings to the Airport Executive Assistant.

D. General

1. Identify areas where personal development, i.e. formal training, would benefit the airport and recommend suitable courses to gain the necessary information or qualifications;
2. Perform other miscellaneous duties as assigned by the Airport Manager.

Position Requirements

More than 50% of the time is devoted to outdoor activities and good motive and coordination skills are involved. The personal knowledge and skill requirements to be successful at this position are:

- Ontario Grade 12 Secondary School Diploma or equivalent;
- Valid driver's license, "DZ" classification or equivalent, required;
- Knowledge and physical ability to operate, inspect, maintain and fuel heavy airport vehicles;
- Knowledge and physical ability to inspect, repair and maintain a wide variety of airport electrical, mechanical and plumbing facilities. Shop training, apprentice programs, specific papers or qualifications would be an asset;
- Good oral and written communications skills in the English language.

- Ability to obtain an Aeronautical Restricted Radio Operator Certificate in accordance with Industry Canada which must be obtained within 30 days of employment;
- Initiative and decision-making skills to work effectively for long periods without close supervision; and
- The ability to work as a team player with other staff members
- Prior Airport experience would be considered an asset.
- An Aircraft Fuel Handling Training Certificate.