



Northwest Regional Airport Terrace-Kitimat

Job Posting:	2021-003
CUPE Local 2012-02 Union Representative:	Brandie Correia, Mikala Gordon
Airport Management Representative:	Carman Hendry
Notes:	<p>Job will be posted internally in CSB lunchroom beginning June 7, 2021. This job will also be posted externally.</p> <p>Submit letter of interest and recent resume to the Airport General Manager at careers@yxt.ca on or before June 21st, 2021 at 12:00pm.</p> <p>This posting may be used to fill multiple positions.</p>
JOB DESCRIPTION:	
Location:	Northwest Regional Airport, Terrace-Kitimat
Job title:	Airport Operations Specialist – Operations Permanent Full Time
Pay Level:	AOS Operations
Reports to:	Supervisor of Operations, Maintenance & Security
<p>The Airport Operations Specialist (AOS) performs a variety of activities required for the operational, winter and structural maintenance of airport grounds and surfaces, buildings, drainage and water and sewer systems. When required the AOS leads an operations team to accomplish the required tasks (i.e. winter chargehand).</p> <p>In the event of an emergency, the AOS performs emergency response duties to minimize damage to life and property. Providing effective fire suppression activities in the event of an aircraft crash, aircraft fire or other emergency on airport property or surrounding area. Providing first aid as required.</p> <p>Job Duties: <i>Below is an outline of the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.</i></p> <ul style="list-style-type: none">▪ General grounds maintenance, including grass cutting▪ General maintenance duties on asphalt, concrete pavement, airport grounds▪ Maintenance of airport buildings and structures▪ Maintenance of the water and sewer systems▪ Installation and maintenance of fences and signage▪ Monitoring, analyzing and reporting aircraft movement surface conditions▪ Operating a variety of hand and power tools and equipment related to activities▪ Operating heavy, light and small equipment, including routine maintenance as required▪ Assisting with work in other operational areas as required with repairs that do not require specialized training or journeyman proficiency▪ Performing duties and abiding by requirements outlined in the various airport programs, such as, but not limited to:<ul style="list-style-type: none">○ NWRA Airport Safety Program;	



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- NWRA Safety Management Systems (SMS):
- NWRA Wildlife Management Plan;
- NWRA Foreign Object Debris (FOD) Plan;
- NWRA Winter Maintenance Plan;
- NWRA Apron Management Plan;
- NWRA Reduced Visibility Operation Plan (RVOP);
- NWRA Airside Vehicle Operation Program (AVOP); and the
- NWRA Airport Security Program (ASP).
- Airport parking lot enforcement, issuing tickets, attending court if required
- Emergency intervention duties
- Observes safe work methods, uses safety equipment and secures worksites from safety hazards as necessary
- Attends scheduled safety and operations meetings
- Responds to questions and complaints from the public
- Maintains basic records of work performed
- Ability to lead the operations team to accomplish required tasks
- Keeps current on changes and common practice within the industry

Effort – Physical
 The incumbent must work at heights or on ladders without signs of acrophobia and in confined spaces and smoke-filled areas without signs of claustrophobia. The incumbent must work in close proximity to active runways and aircraft maneuvering areas. AOS activities are carried out regardless of weather or working conditions (within required safety standards)

Requires heavy lifting and prolonged physical activity, possibly in heavy protective clothing, most often in non-air-conditioned environments, outdoors in all weather. The work requires a high level of cardiovascular & physical fitness and dexterity.

Qualifications:
 Applicant must have a minimum of grade 12 education, possess a valid class 3 driver’s license with air skills (or the ability to acquire this, on your own, within 3 months of employment), possess basic computer, proven ability to work proficiently unsupervised, self- motivated.

Experience:
 AOS Operations: Maintenance of asphalt, gravel, and grass surfaces, heavy equipment experience, snow removal experience, basic building maintenance experience, firearms, wildlife control experience, crew leadership experience and crew training experience.

Assets:
 Computer proficiency in Microsoft Suite, especially word and excel.

Hours of Work:
 Hours up to 40 hours per week. Hours of work are scheduled between 00:00 and 24:00. (subject to flight times and regulations).

Wage rate: Per Appendix A, Collective Agreement

Closing date for receipt of applications: Internal Closing Date June 21st, 2021 at 12:00pm