



Northwest Regional Airport Terrace-Kitimat

JOB POSTING

2026-004

CUPE Local 2012-02 Union Representative

Heather Corkum

NWRA Management Representative

Carman Hendry

This job will be posted internally in the CSB lunchroom beginning January 29, 2026.

Submit a letter of interest and a recent resume in person to the Manager of Operations at 4515 Bristol Road before February 10, 2026, at 12:00 pm. A copy can also be submitted to careers@yxt.ca.

Job Title: AOS Foreman, Buildings and Systems Support
Status: Permanent Full-Time
Location: Northwest Regional Airport, Terrace-Kitimat
Reports to: Supervisor of Operations, Maintenance & Security
Pay Level: AOS Foreman, Buildings and Systems Support
Collective Agreement Appendix A
Pay Level 7 - \$38.93-41.21/hr.

The **AOS Foreman, Buildings and Systems Support** is responsible for developing the preventative maintenance procedures for all buildings and systems work performed. Conducting preventative and corrective maintenance, emergency repairs, and modifications to all airport buildings and systems.

Responsible for:

- When required, the position leads an operations team to accomplish the required tasks (i.e. winter chargehand).
- In the event of an emergency, perform 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.
- Keeping current on changes and standard practices within the industry.
- Maintaining currency with all rules, regulations, and changes related to these job duties and regulated by Transport Canada.
- Ensuring all regulatory requirements identified above are recognized and met within the department.
- Maintaining inventory of consumables.
- Providing input for budget development.
- Responsible for monitoring and managing all expenses within the approved department budget.
- Ensuring the administrative duties that support the job are maintained, including any reporting requirements.
- Preparing and training airport staff in safety and technical aspects required for building maintenance, systems and other associated duties as needed.
- Managing personnel and operation activities to ensure completion of airport building and systems tasks.
- In conjunction with the Electrician, planning, scheduling, and conducting site reviews and inspections of electrical distribution, power, lighting, fire alarm and building systems.

Job Duties:

Below is an outline of the job's primary duties and requirements, which 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.



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- General maintenance duties on asphalt, concrete pavement, and 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 various hand and power tools and equipment related to activities.
- Operating heavy, light, and small equipment, including routine maintenance as required.
- Assisting with work in operational areas (trades) as required with repairs, as directed.
- General equipment maintenance.
- General maintenance (AOS) worklists and duties
- Working with an established preventative maintenance program.
- Keeps current on changes and standard practices within the industry.
- Capable of AFF Certification.
- Maintaining and updating equipment and spare parts.
- Maintaining airport buildings and structures.
- Maintaining baggage system and implementing necessary repairs.
- Maintaining ticket machines and implementing necessary repairs.
- Reviewing construction design documents and specifications for compliance with airport standards and applicable codes.
- In conjunction with the Electrician:
 - ensuring the continuing integrity of the power supply by testing emergency power devices.
 - checking and adjusting regular and backup power, installing new electrical services in facilities, including sizing conduit and cable runs, carrying out installation work and testing the completed devices.
 - diagnose electrical equipment faults (including electronic components).
 - Maintaining airfield lighting control systems.
- Attends scheduled safety and operations meetings.
- Responds to questions and complaints from the public.
- Airport parking lot enforcement, issuing tickets, attending court if required.
- Emergency intervention duties, as required.
- Adhering to all airport safety and security regulations.
- Monitoring and managing the safety around all airport areas.
- Observes safe work methods, uses safety equipment, and secures worksites from safety hazards as necessary.
- Maintains essential records of work performed.
- Performing duties and abiding by requirements outlined in the various airport programs, such as but not limited to:
 - NWRA Airport Safety Program;
 - 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).

Qualifications:

- Strong communication skills, both verbal and written in English, are required.
- Valid Class 1 or 3 Driver's License with air endorsement or equivalent level of experience.
- Intermediate computer skills and experience with the Microsoft Office Suite.



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- Working knowledge of TP312 4th and 5th Editions.
- Understanding of the Canadian Aviation Regulations (with respect to airports).

Physical Requirements:

- This role requires the ability to work in various weather conditions. Activities are carried out regardless of weather or working conditions, within required safety standards.
- This role demands good physical health, including lifting, bending, and extensive walking.
- The incumbent must be able to 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 be able to work in close proximity to active runways and aircraft maneuvering areas.
- The AFF role requires wearing heavy protective clothing, often in non-air-conditioned environments and outdoors in all weather. The work requires a high level of cardiovascular and physical fitness and dexterity.

Experience:

- Experience in operating heavy equipment.
- Experience in snow removal operations.
- Experience in grounds maintenance.
- Experience in building maintenance, including preventative and structural tasks.
- Experience in developing and implementing preventative maintenance schedules and work plans.
- Experience in planning, delegating, and overseeing multiple maintenance projects simultaneously, ensuring timely completion within budget.
- Strong interpersonal skills and the ability to foster effective working relationships with numerous internal and external airport stakeholders.
- Crew leadership experience.
- Crew training experience.
- Supervisory experience within an operational area.
- Experience with operating and capital budget planning.

Hours of Work:

- Up to 40 hours per week.
- Hours of work are scheduled between 00:00 and 24:00, seven days a week, subject to flight times and regulations.