



Airport Operations Technician/Equipment Operator (Posting #2018-21)

Reporting directly to the Airport Operations Manager or designate, the Airport Operations Technician/Equipment Operator is responsible for various activities related to the day-to-day operations associated with the safety, operations, maintenance and security of the Northern Rockies Regional Airport (NRRRA). Duties will include but are not limited to:

- performing skilled and semi-skilled labour in the construction, maintenance and repair of airport buildings, hangars, pavement, airfield lighting, security fencing, as well as other facilities and grounds;
- operating a variety of mobile and heavy equipment including: dump/plow trucks, runway sweepers, snow blowers, and various service vehicles;
- ensuring that all work performed is in accordance with safety standards set forth in WorkSafe BC's occupational health & safety manual and that regulations are adhered to including the use of Personal Protective Equipment; and
- demonstrating continuous effort to improve operations, streamline work processes and work cooperatively towards an efficient and effective work environment.

Qualifications/Knowledge/Skills/Abilities

- Completion of Grade 12 and a valid Class 5 BC Driver's License with air brakes
- Applicants should have the physical ability to do a variety of work involving bending, lifting, and moving of heavy and light objects
- Equipment Operator training
- One year of experience in ground and facilities maintenance operations
- Experience with airport operations maintenance and/or mobile equipment preventative maintenance an asset
- This position is considered a position of trust within the Municipality and the successful applicant must successfully pass a Police Information Check as well as submit a driver's abstract

Status/Hours/Shifts

Permanent; Full-time; shift work will be required

Rate

Airport Operations Tech: \$31.40 per hour (Note: 90% probationary rate may be applicable dependent upon applicant's current status)

How to Apply

A complete job description is available on our website at www.NorthernRockies.ca under Human Resources and applicants are encouraged to review it prior to applying. Applicants that don't meet the minimum requirements may also be considered. Please apply with your resume and cover letter via mail, e-mail or fax to:

Erin La Vale, CHRP
Deputy CAO/Director of Human Resources
NORTHERN ROCKIES REGIONAL MUNICIPALITY
Bag Service 399 | Fort Nelson, BC | VOC 1R0
Fax: 250-774-6794 Email: jobs@northernrockies.ca

Applications will be accepted until **4:30 pm on Friday, December 21, 2018.**

Please include an email address so we may contact you to acknowledge receipt of your application.

Please see the job description for a full position description and a list of the qualifications, required knowledge, education and skills necessary to perform the job.

The Northern Rockies Regional Municipality is an equal opportunity employer.

NORTHERN ROCKIES REGIONAL MUNICIPALITY
NORTHERN ROCKIES REGIONAL AIRPORT
Job Description
AIRPORT OPERATIONS TECHNICIAN/EQUIPMENT OPERATOR

Updated: September 2012

Description

Reporting directly to the Airport Operations Manager or designate, the Airport Operations Technician/Equipment Operator is responsible for various activities related to the day-to-day operations and duties associated with the safety, operations, maintenance and security of the Northern Rockies Regional Airport (NRRRA).

Duties will include but are not limited to:

- Assisting in maintaining the NRRRA to meet Transport Canada Standards and ensuring compliance to general airport rules and regulations;
- Performing skilled and semi-skilled labour in the construction, maintenance and repair of airport buildings, hangars, pavement, airfield lighting, security fencing, as well as other facilities and grounds;
- Performing regular inspections of all airport safety, security, and operational areas and equipment including runways and taxiways, airfield lighting, parking aprons, hangars, terminal buildings, perimeter fences and gates for compliance with federal airport rules and regulations;
- Responds to and provides assistance during aircraft emergencies (in conjunction with Fire, Police, and Ambulance personnel), facility equipment failure, airfield navigational aids, airfield lighting failures, building/structure emergencies, pavement failures, hazardous incidents and related emergency situations;
- Maintaining work records, maintenance and repair logs, vehicle inspection forms, daily work logs, Transport Canada inspection records and other documentation; and
- Operating a variety of mobile and heavy equipment including: dump/plow trucks, runway sweepers, snow blowers, front end loaders, bat wing tractor/mower, kabotas, grader, and various service vehicles.

Essential Functions

- Maintain, repair, troubleshoot and inspect airfield lighting systems; runways, taxiways, obstruction lighting, navigational aids, airfield signage along with various security and general lighting of the airport for safety and security.
- Maintain, repair and inspect building and grounds including painting, mowing, irrigating, carpentry, weed control and related duties; assists with snow and ice control operations.
- Assist with issuing Notices to Airmen (NOTAM's) to report activity or conditions affecting flight operations.
- Operate and communicate daily using various radio and electronic communication equipment.
- Responsible for removing foreign objects and/or debris from airfield.

- Responsible for performing general custodial services to ensure acceptable appearance of airport facilities.
- Operate and perform inspections on all vehicles and heavy equipment including but not limited to service vehicles, dumo/plow trucks, mowers, etc.
- Perform general cleaning/maintenance tasks necessary to keep vehicles, equipment and tools in operable condition, which may include inspecting equipment, checking fluid levels, replacing fluids, greasing equipment, replacing parts, washing/cleaning equipment, or cleaning shop/work areas; responsible for monitoring equipment operations to ensure and maintain efficiency and safety.
- Exercise the necessary care and caution in handling and/or operating vehicles, equipment and tools related to the performance of essential functions and follows Municipal and department-specific safety policies/practices and adheres to responsibilities concerning safety, prevention, reporting and monitoring.
- Performs other related duties as necessary at the discretion of management.

NOTE:

The duties listed are not set forth for the purpose of limiting the assignment of work and are not to be construed as a complete list of the duties normally to be performed under a job title or those duties temporarily performed outside the normal line of work.

Required Knowledge, Ability and Skills

The primary duties of this position are performed in an outdoor environment that may involve exposure to adverse weather conditions, aviation and vehicular traffic, and related hazards including low to medium voltage, the use of power tools and equipment and hazardous chemicals and materials.

Knowledge of:

- methods, practices, rules and procedures for operating, inspecting and maintaining assigned equipment;
- equipment and tool operation and maintenance practices;
- traffic laws and regulations governing equipment operation;
- occupational hazards involved and the safety precautions necessary to the proper operation and maintenance of assigned motorized equipment;
- underground utilities;
- facility and grounds maintenance procedures and equipment; and
- Knowledge of airport operations, maintenance and security an asset

Ability to:

- read and interpret construction drawings;
- understand and follow specific oral and written instruction;
- maintain harmonious relationships with all members of the public and other staff;
- perform heavy manual labor for extended periods of time, often under unfavourable conditions;
- work in a variety of weather conditions

- evaluate and implement appropriate work methods;
- maintain and repair general and specialized airport facilities and equipment;
- learn and apply emergency response procedures related to aircraft/facility incidents and procedures for notifying regulating authorities;
- operate electronic communication equipment in accordance with Transport Canada Aviation;
- accurately complete and maintain records and reports if required; and
- complete duties in a safe manner, including working around both fixed and rotary wing aircraft, following established safety rules and regulations.

Education, Qualifications, Licenses and Certificates

- Completion of Grade 12 education, Equipment Operator training, at least one year of experience in ground and facilities maintenance operations, or a combination of education and relevant experience.
- Valid Class 5 BC Driver's License with air brake endorsement.
- Must be able to successfully pass a Criminal Record Check and submit a driver's abstract.
- Experience with airport operations maintenance an asset.