

## Job Details

<b>Job Title</b>	Airport Operations Assistant
<b>Department</b>	Community Services
<b>Classification</b>	Union - CUPE Local 118
<b>Rate of Pay</b>	\$31.50 per hour (2022 rates)
<b>Effective Date</b>	May 2023

## Job Description

### Summary

Under the direction of the Airport Manager, the Airport Operations Assistant is responsible for performing day-to-day airside maintenance, safety checks, repairs and support for the Airport Services. The position works collectively with all employees of the ACRD to ensure the delivery of efficient, quality services.

### Duties and Responsibilities

The following are examples of the types of work associated with this position, other duties may be assigned.

#### *General Duties, Maintenance and Repairs*

- Operate vehicles and heavy motorized equipment in a safe and efficient manner.
- Vegetation management, including grass and weed cutting airside and groundside including around fences, buildings and around infrastructure as required
- Operate and assist with maintenance of small engine equipment such as hand tools, landscaping equipment, and materials
- Assist with performing maintenance and construction activities such as asphalt/ concrete / sod repairs, install and repair fences, maintain roads, litter cleaning, grass cutting and weed trimming etc.
- Maintain vehicles in a clean and tidy condition
- Assist staff in various activities including wildlife hazing, building maintenance, terminal cleaning, and water system operations and maintenance.
- Assist in performing runway, lighting, fencing and facility inspections.
- Assist the public with routine inquiries, requests for service and complaints about the programs.
- Participate in airport emergency response plans and programs as required.
- Ensures compliance with ACRD's bylaws/policies/procedures, construction and maintenance practices, Work Safe BC, and all other governmental regulatory authorities
- Performs other related work as assigned.

## Supervision

*Immediate Supervisor:* Airport Manager  
*Indirect Supervisor:* Airport Lead Hand

## Authority and Decision Making

### *Problem solving*

- Repairs
- Follow procedures for handling day-to-day operations.
- Landscape equipment operation and minor repairs
- Decision involving compliance with established regulatory requirements.

### *Job task planning*

- Repetitive tasks, but the content of the task varies somewhat between repetitions
- Worker has limited scope to determine orders of tasks within the constraints of an overall framework, and policy
- Priority to be given to various categories of tasks is provided to the worker; the worker then places particular tasks into these categories to determine their priority.
- Day's work plan is revised on an ongoing basis due to disruptions; revision may involve re-prioritizing
- Some coordination of work plan with the work plans of others required to schedule access to shared tools and equipment, for example
- Multiple Sources for work assignments
- Sequences multiple tasks for efficiency

### *Decision Making*

- Decision making is limited to responding to local conditions and equipment function, and compliance with direction, regulations, and policy
- Errors can have significant consequences but can be rectified
- Decisions easily reversed
- Most information relevant to the decision is known
- Set procedure or decision tree to follow but there are grounds for exceptions that may require some discretion or interpretation
- Need to consider many factors to make an appropriate decision in cases; factors which may be less well defined, and the consequence of error may be higher

### *Budgetary Authority*

- As per Board Policy

## Job Specifications

### Education/Training

- Completion of Grade 12 or equivalent.
- Supplemented by courses in airport operations, repair techniques, landscaping, minor construction, and utilities would be an asset
- Valid Class 5 Drivers License and with an air endorsement or equivalent.

### Experience

- Previous experience in operating and maintaining equipment in an airport environment would be an asset.

### Additional Preferred Certificates and Qualities

- Restricted Radio Operating Licence (Aviation) would be an asset
- Airside Vehicle Operators Permit (AVOP) possession would be an asset
- WHMIS training would be an asset
- Chainsaw operation certificate would be an asset

Some	<ul style="list-style-type: none"> <li>• Local government operations</li> <li>• Applicable federal and provincial statutes, legislation, and regulations</li> <li>• Maintenance practices as they pertain to water supply, treatment, and distribution systems</li> </ul>
Working	<ul style="list-style-type: none"> <li>• Methods, practices, tools, and equipment used in airport operations and maintenance, repair and construction</li> </ul>
Considerable	<ul style="list-style-type: none"> <li>• Landscape maintenance and minor construction</li> <li>• Knowledge of Work Safe B.C. regulations, job hazards, safe work practices, and other applicable health and safety regulations</li> </ul>

### Skills and Abilities

#### *Abilities*

- Understand and follow oral and written instructions
- Plan, schedule, perform and report work required in an organized and systematic manner
- Respond effectively in emergency situations
- Read and interpret drawings, plans, specifications and related material and apply sound practices to daily work
- Establish and maintain working relationships with internal and external contacts
- Work in and around confined spaces, in and around heavy equipment, in and around aircraft traffic

- Must be able to drive in adverse and inclement weather.
- Apply the ACRD bylaws, policies and procedures at they pertain to the services
- Must be physically fit to perform required duties and be able to work in all weather conditions.
- With the appropriate safety precautions, must be able to tolerate hot, dusty, cold, wet, noisy, odorous conditions and heights.

#### *Literacy and Communication Skills*

- Reading Complexity and Comprehension– read material such as technical manuals
- Writing – short notes, brief forms, instructions, records, standard memos, letters or detail forms
- Mathematical – basic operations such as adding, subtracting, multiplying and dividing, calculation of percentages, ratios or averages, calculation using mathematical formulas or pre-established equations

#### *Computer Skills*

- Communication software such as emails, calendars and contact lists
- Familiarity with TRACR and Vortex airport operations software
- Word processing programs and Spreadsheets

#### *Interpersonal Skills*

- Provide courteous and timely customer service
- Work in a courteous and cooperative manner.
- Handle complaints from the public