

Job Details

Job Title	Airport Maintenance Specialist
Department	Community Services
Classification	Union - CUPE Local 118
Rate of Pay	\$40.87 per hour (2024 rates)
Date of Last Revision	February 14, 2025

Job Description

Summary

Under the direction of the Airport Manager, the Airport Maintenance Specialist is responsible for performing the day-to-day airside maintenance, safety checks, repairs and support for the Long Beach Airport and Alberni Valley Regional Airport. 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 heavy motorized equipment in a safe and efficient manner to maintain ACRD property and transportation infrastructure.
- Operate powered vehicles and equipment, including Heavy Duty single tandem axle trucks, trailers, pull behind runway sweeper, rubber tired front end loaders, articulated boom mowers, agricultural tractor and mower combinations. Familiarity with winter maintenance equipment including, truck ploughs, wet and dry de-icing equipment. Uses chains or slings to position items. Installs or assists in installing attachments.
- Perform maintenance and construction activities when not operating vehicles such as asphalt/ concrete / sod repairs, install and repair fences, maintain streets, litter cleaning, grass cutting and weed trimming etc.
- Assist staff in various activities including wildlife hazing, building maintenance, terminal cleaning, and water system operations and maintenance.
- Make minor repairs, maintenance, greases and cleans equipment on the job.
- Maintain vehicles in a clean and tidy condition and makes daily inspections, including air brake checks and reports defects etc.
- Work with and may direct activities and provide work direction and training to other staff. Assist workers in various functions, example loading and unloading functions.
- Must be available to work rotating shifts/ weekends / overtime and standby.
- Conduct runway and facility inspections Including Aircraft Movement Surface Condition Reports (AMSCAR) within restricted areas.

- May be required to interpret plans and drawings.
- Complete written reports as required.
- Work with and direct contractors as required.
- Performs other related work as assigned.

Supervision

Supervisor: Airport Manager

Manager: General Manager of Community Services

Authority and Decision Making

Problem solving

- Repairs
- Follow procedures for handling day-to-day operations.
- Resolve technical and operational problems involving the systems.
- Decision involving compliance with established regulatory requirements.
- Dealing with operators, public and contractor about airport operations.

Job task planning

- Repetitive tasks, but the content of the task varies somewhat between repetitions
- Worker has wide scope to determine orders of tasks within the constraints of an overall framework, a trade practice or professional standard for doing a job
- Ability to prioritize tasks
- 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 technical matters, mechanical matters, responding to systems failures, and compliance with regulations
- Errors can have significant consequences but can be rectified
- Decisions easily reversed
- Some 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.
- BCIT Airport Operations training or International Association of Airport Executives Canada training would be an asset.
- International Association of Airport Executives Canada (IAAE) training would be an asset.
- Valid Class 5 Drivers License and with an air endorsement or equivalent.

Experience

- Proven experience and ability in the operation of construction / airport maintenance equipment and attachments such as dump trucks, tractor loaders and airport inspection equipment.
- Previous experience in operating and maintaining equipment in an airport environment would be an asset.

Knowledge

Working	<ul style="list-style-type: none">• Must have knowledge of Occupational Health and Safety Act and regulations that apply to this type of work.• Maintain records and communicate effectively verbally and in writing.• Ability to deal courteously with the public.• Knowledge of the Canadian Aviation Regulations (CAR's) as they relate to airport operations.
Considerable	<ul style="list-style-type: none">• Local government operations
Extensive	<ul style="list-style-type: none">• Knowledge and ability to perform minor repairs on equipment and to maintain equipment and or vehicles.

Additional Preferred Certificates and Qualities

- Restricted Radio Operating Licence (Aviation)
- Private pilot licence or equivalent aviation experience
- Aviation related work history
- Airside Vehicle Operators Permit (AVOP) possession
- Safety Management System (SMS) experience
- Human Factors Training
- WHMIS training
- First Aid / CPR certification
- BC Water and Waste Association small water system certification
- Airport related wildlife management experience
- Emergency services training, example Fire Department or Ambulance service experience
- Incident Command System training, ICS 100
- Chainsaw operation certificate

- 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.

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 as they pertain to the services

Literacy and Communication Skills

- Reading Complexity and Comprehension– read and material such as a very specialized and technical manuals, interpret dense and complex tests, use specialized knowledge
- 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.