



JOB DESCRIPTION

Date Prepared: October 11, 2011
Supersedes: N/A
Job Title: Airport Maintenance Mechanic/Operator I
Reports to: Director of Works and Operations

Position Summary:

Provide maintenance and repair functions for airport runway, roadways, grounds, building, equipment, sewer and water.

Key Job Duties

Program Development and Implementation

- Runway, taxiway, apron maintenance and repair
- Mobile and stationary equipment repair and maintenance
- Building, water and sewer system repairs and maintenance
- Airfield landscaping and airport grounds maintenance

Operations- Administration/Working Function

- Perform runway, taxiway, apron maintenance and repair functions such as runway condition reporting (electronic runway reporting system and decelerometer), bird and wildlife control, aerodrome inspections, electrical and airfield lighting
- Perform the maintenance of the backup power unit
- Perform building maintenance and repair such as painting, roof repairs, plumbing, electrical, carpentry
- Perform water and sewer systems maintenance and repair including, changing oil, checking pressures, chlorine injection and monitoring, check potable water cistern, deep well and fire pumps, fluid levels and operation, water softener system operation and salt level
- Perform grounds maintenance and repair including fences and signs, grass mowing, brush and land clearing, clearing ditches, vegetation control
- Operate equipment such as truck, snowplow, sweeper combination units, snow blowers, loader, grader, excavator, tractor, lift truck, crawler dozer
- Perform equipment maintenance and repair such as chain case drive rebuilding, clutch replacement and repair, replace tractor flex plate, replace front fan bearings and bearings on sweeper, replace water pumps, check and replace bushings; clean electrical contacts; oil and filter changes, grease, fluid checks, fan belts, batteries, tires
- Issue NOTAMS and voice advisory to pilots and tower; escorting (AVOP), contractor site orientation and monitoring
- Parts and services ordering and arranging for contractors

Customer Service/Communications

- Perform high levels of customer service to Airport tenants and users

Risk Management Health and Safety

- Practice effective health and safety, security and risk management policies and procedures, report problems to supervisor
- Ensure equipment, vehicles and airport maintenance tools are in good safe working condition

- Due diligence working in close proximity with aircraft
- Due diligence working with high voltage electrical systems

Leadership and Supervisory

- Participate as a team member ensuring high performance and service in the Airport

Financial

- N/A

Qualifications:

- Education:
 - High School Graduation
- Certification:
 - Valid BC Driver's License, Class 3 w/air
- Safety Certification and Other Licenses:
 - Winter/summer runway condition and reporting course; bird and wildlife course; Airside Vehicle Operator's Permit, Level 1 First Aid, WHMIS Possession and Acquisition License (P.A.L.), Transportation of Dangerous Goods, Restricted Radio Operators License
- Desirable Certification and Training:
- Aerodrome Standards and Recommended Practices (TP312), Human and Organizational Factors, Instructional Techniques for Airfield Maintenance
- Experience:
 - One year in airport equipment service, some heavy duty mechanical preventative maintenance and repairs, some welding or an equivalent combination of education, training and experience

Skills:

- Develop and maintain effective workplace relationships
- Demonstrate Tact & Diplomacy
- Plan and organize daily work
- Make effective decisions
- Skill, ability, knowledge of all functions detailed in the job description

Job Provisos:

- Maintain professional and technical requirements for the position
- May be required to perform additional related duties as assigned by supervisor

SIGNATURE:



Chief Administrative Officer