

Job Description

Airport Maintainer

PURPOSE

(The main reason for the position, in what context and what is the overall end result).

The Airport Maintainer is responsible to for operating heavy equipment and maintaining the airport runway and transportation areas to ensure the maintenance and safety of the runway and transportation area .

SCOPE

(The way that the position contributes to and impacts on the organization)

The Airport Maintainer is responsible for operating heavy equipment in a safe and appropriate manner. The Airport Maintainer must also clean, maintain and secure all equipment as directed by legislation, policies and procedures. Providing these services in an effective and efficient manner will ensure the reliability, access and safety of the runway and airport facilities.

RESPONSIBILITIES

(Major responsibilities and target accomplishments expected of the position including the typical problems encountered in carrying out the responsibilities.)

1. Operate mobile and heavy equipment in a safe and effective manner in order to minimize the risk of injury, property damage or loss of life
Main Activities
 - Operate all heavy equipment in a safe and efficient way according to all relevant legislation, policies and procedures
 - Perform daily safety and maintenance checks
 - Clean heavy equipment as scheduled and/or required
 - Ensure heavy equipment is safely and securely stored
 - Advise the Community Works Foreman of any requirements for maintenance
 - Participate in routine maintenance
 - Practice workplace safety
 - Maintain the inventory of equipment
2. Maintain airports, runways and transportation systems in order to ensure access and safety of runways, grounds and facilities
Main Activities
 - Maintain runways and remove snow
 - Maintain easements
 - Perform pre-winter, winter, spring and summer maintenance on runways
 - Use equipment for snow removal
 - Use equipment to level runways and ensure proper drainage
 - Maintain grounds and facilities
 - Maintain records and logs of maintenance work
3. Perform other related duties

KNOWLEDGE, SKILLS AND ABILITIES

(The knowledge, skills and attitudes required for satisfactory job performance)

Knowledge

The incumbent must have proficient knowledge in the following areas:

- ✓ knowledge of mobile equipment, truck and heavy equipment safety
- ✓ knowledge of operation of front end loaders, dozers, graders, compactors, snowblowers and other pieces of heavy equipment
- ✓ knowledge of equipment maintenance and storage
- ✓ knowledge of runway maintenance standards and techniques
- ✓ knowledge of workplace safety requirements and procedures
- ✓ knowledge of record keeping system
- ✓ knowledge of equipment cleaning standards and procedures

Skills

The incumbent must demonstrate the following skills:

- ✓ ability to operate single axel trucks in a safe and responsible manner
- ✓ ability to operate required equipment in a safe and responsible manner
- ✓ client service and public relations skills
- ✓ team building skills
- ✓ analytical and problem solving skills
- ✓ decision making skills
- ✓ effective verbal and listening communications skills
- ✓ ability to read and write to maintain daily logs
- ✓ stress management skills
- ✓ time management skills

Personal Attributes

The incumbent must demonstrate the following personal attributes:

- ✓ be honest and trustworthy
- ✓ be respectful
- ✓ possess cultural awareness and sensitivity
- ✓ be flexible
- ✓ demonstrate sound work ethics
- ✓ deal with the public in a positive, courteous and respectful manner

The Airport Maintainer is required to have an Airport Vehicle Operators Permit.

WORKING CONDITIONS

(The unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent including the frequency and duration of occurrence of physical demands, environmental conditions, demands on one's senses and mental demands.)

Physical Demands

(The nature of physical effort leading to physical fatigue)

The Airport Maintainer has a physically strenuous and demanding job. He/she will be lifting, pulling and managing heavy equipment and objects. The Airport Maintainer will have to work in all weather, and must be prepared for both extreme heat and cold. The Airport Maintainer must ensure that all activities are completed in a safe and efficient way.

Environmental Conditions

(The nature of adverse environmental conditions affecting the incumbent)

The Airport Maintainer must work outside in all different weather conditions including extreme cold and extreme heat. He/she may at times be exposed to dangerous and/or toxic substances and must take necessary precautions to protect eyes, nose and skin from irritation and infection.

Sensory Demands

(The nature of demands on the incumbent's senses)

He/she may at times be exposed to dangerous and/or toxic substances and must take necessary precautions to protect eyes, nose and skin from irritation and infection.

Mental Demands

(Conditions that may lead to mental or emotional fatigue)

The Airport Maintainer must work independently and is expected to maintain a schedule of work. Any problems or inconveniences may result in increased stress to complete tasks in a limited time.

CERTIFICATION

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Employee Signature	Supervisor's Title
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Printed Name Date	Supervisor's Signature Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
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Senior Administrative Officer's Signature	Date
I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.	

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.