



## **Town of Rocky Mountain House**

### **POSITION DESCRIPTION FOR:**

### **Airport Supervisor**

<b>Department:</b>	Engineering & Operations	<b>Effective Date:</b>	April 29, 2021
<b>Reports To:</b>	Director of Engineering & Operations		

#### **General Accountability:**

The Airport Supervisor is responsible for the overall maintenance and operation of the Rocky Mountain House Aerodrome.

#### **Core Duties:**

- To provide maintenance and cleaning for the airport including, but not limited to: Airport Terminal, Maintenance Shop, Airport House, Well Water System, Sewer System, All Equipment, Runway Lighting, Signage, Fences, Roads & Ditches
- To follow the equipment preventative maintenance program for the Airport
- To ensure that all Airport facilities and equipment operated are safe for airport clientele and the public and that the safety of these users is maintained
- To ensure that if in the employees' opinion the landing and taking off of aircrafts becomes dangerous or hazardous and the airport is required to be closed that all necessary notifications for airmen are made and that all supervisors are notified as soon as practically possible
- Contract necessary companies or individuals as required maintaining the airport subject to the approval of the Director of Engineering & Operations
- The employee shall keep records of all maintenance completed and file these records
- Clear the runways and aprons of snow and ice following the CYRM Winter Maintenance Policy 007/2021
- Cut grass adjacent to the runway, aprons and buildings
- To act as the primary source of contract for all airport users, public and government agencies and provide necessary information to inform airport users of the condition of the airport and any other required associated information
- Prepare policies and procedures for airport operations
- Present reports, policies and procedures to the Airport Commission for consideration
- To prepare a report to the Director of Engineering & Operations documenting any concerns or operational matter that requires attention or action by the employer. The employee shall keep statistics and prepare other reports as required by the employer from time to time
- Perform other duties as assigned by the Director of Engineering & Operations that directly relate to this position

#### **Support to others**

- Work within the provisions of existing joint use agreements.

#### **Health and Safety:**

- Required to review the Town of Rocky Mountain House Health & Safety manual on a regular basis and adhere to the manual.

- Participate in the Health & Safety training, meetings and reporting.
- Instruct, supervise, inform and train subordinate staff with the Town's Health and Safety program and Occupational Health and Safety Act.

**Reports To:**

- Director of Engineering & Operations

**Minimal Qualifications:**

- Airport Operations experience
- Restricted Air Radio License
- Class 5 Drivers License
- Fire Extinguisher training
- Related experience with the operation and maintenance of grass cutting and snow blowing equipment is an asset
- Ability to maintain excellent public relations with airport users and the general public
- The hours worked are contingent upon the requirements of the position and may include frequent overtime as to the nature of the position
- First Aid, CPR, Dangerous Goods and WHMIS training

**Guidance Received:**

Directives, manuals, regulations, ordinances or other written guidelines used regularly by this position are;

- *Province of Alberta Municipal Government Act and regulations*
- Canadian Aviation Act & Regulations
- Town of Rocky Mountain House Bylaws;
- County Bylaws
- Alberta Labour Standards
- Occupational Health and Safety Act, Code and other related documentation
- FOIP Act
- WCB Guidelines
- Written and/or oral directives received from the C.A.O
- Town of Rocky Mountain House Policies and Procedures

**Contacts:**

The Airport Supervisor will frequently have contact with the following:

- Alberta Government
- General Public
- Town of Rocky Mountain House staff
- Town of Rocky Mountain House organizations
- Airport Commission
- Transport Canada
- NAV CAN

**Environment:**

Features of work which create unusual demands or, which create physical and/or mental stress are;

- The Airport Supervisor works closely with the Engineering and Operations Department, user groups and stake holders
- The ability to make recommendations and decisions are limited to processing improvements and efficiencies as this position has legislated requirements.
- Work is to be completed in an efficient and accurate manner with emphasis on independent work habits and self-motivated initiative to learn and excel in all aspects.
- Requires discretion and confidentiality in all matters.

**Physical Demands:**

This position may include the following:

- Being seated for long periods of time
- Bending & twisting motions
- Lifting over 50 lb
- Being on your feet for long periods of time

CAO Approval

Redacted under sec. 17 of the  
FOIP Act

Date: \_\_\_\_\_

04/22/21

**SIGNATURES:**

I have read and understand the contents contained within this job description. The supervisor of this position has informed me that this is a general description of the duties, responsibilities and qualifications for the position of Airport Supervisor. This description will form the basis for my classification level and the basis for my performance evaluation.

Employees Signature: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_