

JOB DESCRIPTION: AIRPORT CASUAL OPERATOR

CORE FUNCTION: Responsible for the overall operation of the Rocky Mountain House Aerodrome.

AUTHORITY:

- to implement policies approved by the Director of Engineering and Operations
- to implement airport operating services
- to close the airport at anytime, when in the employee's opinion the landing and taking off of aircraft becomes dangerous or hazardous

ACCOUNTABILITY:

- To the Airport Supervisor
- to the Director of Engineering and Operations

STANDARDS OF PERFORMANCE:

- ability to perform the duties assigned by the Airport Supervisor;
- ability to work co-operatively and cordially with airport clientele and public;
- ability to ensure the airport is operated in a safe manner.

DETAILS OF FUNCTIONS:

- To provide maintenance and cleaning for the airport.
- To follow the preventative maintenance program for the airport.
- To ensure that all airport facilities and equipment operated by the Commission 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 air crafts 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 Supervisor.
- The employee shall keep records of all maintenance, complete and file these records.
- Clear the runways and aprons of snow and ice as soon as practically possible.
- Cut grass adjacent to the runway, aprons and buildings.
- To act as the primary source of contact 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.
- To prepare a report to the supervisor documenting any concerns or operational matters 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 Supervisor that directly relate to this position.

QUALIFICATIONS

- First Aid, CPR, Dangerous Goods and WHIMIS training
- Class 5 drivers license including
- restricted air radio license
- basic dry chemical fire extinguisher training
- related experience in the field of aviation
- 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 general public
- the hours worked are contingent upon the requirements of the position & may be flexible due to the nature of the position

Effective Date: December 29 2020 Authority: _____

Revision Date: December 29 2020 Rob Shanks, Director of Engineering and Operations