

## Job Description

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<b>Position Title:</b>	<b>Airport Maintenance Specialist 2</b>
<b>Reporting To:</b>	<b>Airport Maintenance Supervisor</b>
<b>Key Relationships:</b>	Internal – All VAA Staff External – Third Party Contractors, Airport Security, Vendors
<b>Supervisory Responsibilities:</b>	None

### Role Summary:

The Airport Maintenance Specialist 2 performs a variety of tasks for the upkeep and maintenance of groundside and airside operations. Winter season includes standby time, after hour's callouts, shift work and varying hours of operations. The Airport Maintenance Specialist is a Union position reporting to the Airport Maintenance Supervisor and will normally work a 40-hour work week.

### Description of Duties:

The overall responsibilities of the Airport Maintenance Specialist 2 include but are not limited to:

- Provide general labour for Airport operations.
- Utilize power equipment to perform a variety of maintenance duties:
  - Cut grass and sweep airside and groundside;
  - Maintenance and inspection of airport grounds and surfaces; fill potholes and cracks, move materials, paint surfaces, garbage clean-up, clean and wash equipment;
  - General repairs to gates, fences, barriers and minor building repairs;
  - Providing maintenance and development of grounds, including drainage, application of chemicals, pesticide, fertilizers and other related substances.
- Winter Operations duties include:
  - Plow and sweep airside and groundside surfaces;
  - Snow and ice removal using chemicals, materials and power equipment;
  - Restocking and supplying winter operations materials;
- Contribute to the development, plans and implementation of operational procedures, emergency procedures and exercises.
- Participate in Wildlife control as requested.
- Tasks related to carpentry, plumbing, and masonry.
- Repairs, inspections, and maintenance of all VAA buildings and facilities.
- Provide traffic control services in accordance with regulatory requirements as necessary on groundside roads.
- Working from heights including the use and operation of bucket trucks and other elevating devices
- Operation of Passenger Boarding Bridges when performing maintenance tasks in the vicinity.
- Ensure all regulations, documentation and procedures are followed.

- Complete all required documentation, both written and digital and ensure it is communicated to appropriate personnel or agencies.
- Take personal responsibility for VAA's Safety Management System, safety related issues and integrate safety into daily work activities.
- Other related duties.

### **Knowledge, Skills, Abilities, and Personal Characteristics:**

Completion of Grade 12 and a minimum of two (2) to three (3) years' experience with snow removal and grounds maintenance using heavy equipment. BC Class 3 Driver's license with air brakes endorsement is required. Knowledge of safe operation of tools and heavy-duty equipment. Knowledge of pavement maintenance requirements and inspection procedures. Proficiency in the English language, both spoken and written. Must have basic computer skills and knowledge of commonly used software programs.

Within three (3) months of hire the Airport Maintenance Specialist 2 must obtain and then maintain the appropriate level of Airport Security Clearance (RAIC) as well as the following certifications:

- Airside Vehicle Operator Permit (AVOP D/A).
- Radio Operator's Certificate – Aeronautical.
- WHMIS certification (required).
- TDG (required).

Within six (6) months of hire, Airport Maintenance Specialist must obtain and maintain the following certifications:

- Airside Vehicle Operator Permit (AVOP D).
- Firearms Possession and Acquisition License (PAL).
- Forklift Operator's Certificate.

The Airport Maintenance Specialist 2 must also possess and/or demonstrate:

- Excellent customer service and interpersonal skills, and the ability to communicate effectively, both orally and written, with internal and external customers.
- Ability to be tactful, demonstrate excellent judgment, and work as a positive and collaborative team member at all times.
- Organized and the ability to work under deadlines with conflicting demands.
- Basic computer skills and the ability to use a wide variety of software packages.
- Enthusiastic, energetic, a self-starter and the ability to work independently.
- Fully qualified to operate heavy duty equipment and tools.
- Above average mechanical aptitude.
- Aptitude and willingness to learn new technology.
- Personal suitability to work in emergency, hazardous (e.g. confined space awareness, heights) or inclement weather situations.
- Ability to work long periods of time doing physical labour and lift over 40 pounds on occasion.