

The District Municipality of Muskoka is currently recruiting for a
Airport Maintenance Specialist



Posting Date: Wednesday, September 11, 2024

Closing Date: Wednesday, September 25, 2024 @ 12:00 NOON

Starting Rate: \$24.63 hourly

Salary Range: \$24.63 - \$26.93 hourly

Hours of Work: 40 hours per week

Classification: CUPE Outside Class 4

Status:, Temporary full-time up to eight (8) months

The District:

Muskoka is a great place to live and play, and the District is a four-season municipality passionate about protecting, servicing and caring for this community. We have opportunities that will allow you to learn, grow and build your career amongst other ambitious leaders and innovators. We offer a competitive compensation package and are committed to promoting diversity, accessibility and inclusion. [It's what we do!](#)

The Opportunity:

The Airport Maintenance Specialist will provide customer service and aircraft servicing including aircraft fueling and the operation of heavy equipment. This job is responsible for providing financial data input and verification, customer service and administrative support, managing other airport information, and assisting in the operation of the Airport in accordance with Federal Regulations, Airport Operation Procedures, and other applicable policies.

What you will do:

- Perform aircraft servicing, including aircraft fueling, operation of ground power units, marshalling, and towing aircraft.
- Perform airfield maintenance, including snow removal, runway de-icing, lawn care, and garden maintenance.
- Responsible for administrative and financial functions including the creation and maintenance of airport records (financial records, hard copy files, mail, electronic files and databases).
- Assist with the collection, research and consolidation of information regarding the airport operation and any required plans or protocols.
- Maintain airside safety and security, including control of aircraft ramp access and activities, radio monitoring and usage, wildlife control using pyrotechnics, runway inspections, and runway surface condition reporting as per Transport Canada Standards.
- Perform customer service duties which includes, but is not limited to; accepting and processing payments, arranging catering and other services, greeting and responding to public inquiries in person or on the telephone and responding to customer concerns and complaints.
- Ensure quality and inventory control of the aviation fuel supply and delivery equipment.
- Work safely and in compliance with relevant statutes and regulations and within the safe work procedures and directives as established by the District.
- Undertake standby duties.

What you will need:

- Minimum Grade 12 education with two (2) years related experience including the ability to undertake aircraft servicing tasks and operate heavy equipment.
- Strong interpersonal and communication skills with a proven ability to work independently or in a team.
- Demonstrated organizational, administrative and customer service skills as well as the ability to handle a number of ongoing tasks at one time.
- Must be able to work weekend shifts and irregular hours, including participation in the on-call schedule.
- Must hold a valid Ontario driver's license and be capable of obtaining the following;
 - An Aeronautical Restricted Radio Operator Certificate in accordance with Industry Canada
 - A Transportation of Dangerous Goods Certificate in accordance the Transportation of Dangerous Goods Act and Regulations;
 - An Aircraft Fuel Handling Training Certificate in accordance with World Fuel Services standards.

What we are offering:

The District is proud to offer the following benefits with this job:

- OMERS pension
- Work-life flexibility
- Perks and discounts
- Wellness programs
- Fostering and fun environment
- Professional development and education opportunities
- Pay range progression based on length of time in the job and satisfactory performance

The Next Step

If you have the necessary skills, experience and qualifications, and can support our vision and values (RISE: Respect, Innovation, Service and Equity), submit your application using the apply now link below.

[APPLY NOW](#) or visit our [careers page](#) for other opportunities.

The District of Muskoka is an equal opportunity employer and values diversity in our workforce, encouraging applications from all qualified individuals. Our organization is committed to providing persons with disabilities with equal opportunities and standards of goods and services, and we are compliant with the Accessibility for Ontarians with Disabilities Act. If you require disability related accommodation to participate in the recruitment process, please advise the Human Resources department as soon as possible. Accommodation may be provided in all steps of the hiring process. Any questions regarding this posting should be directed to the [Human Resources Department](#).