

External Posting

Posting Date: Wednesday September 23, 2020
Wage: \$ 22.70 – \$ 24.82 per hour

Closing Date: Wednesday October 7, 2020 @12:00 NOON
Classification: CUPE Outside Class 4

The Muskoka Airport is currently looking for a:

Seasonal Airport Maintenance Specialist (2 required)

Contract terms are intended to run November to March

The work schedule will be 5 – 8-hour days, and may include evening, nights or weekend work to meet the operational needs of the airport

During peak operating periods, the Seasonal Airport Maintenance Specialist will assist with providing aircraft servicing including aircraft fueling and the operation of heavy equipment. The job is also 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.

Responsibilities of the Seasonal Airport Maintenance Specialist will include, but not be limited to:

- 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.

The skills, experience and qualifications we are seeking for this job include:

- Minimum Grade 12 education with two (2) years related experience, which includes the ability to undertake aircraft servicing tasks and operate heavy equipment.
- 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.

As the Seasonal Airport Winter Specialist, you will possess 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 are essential. The ability to work weekend shifts and irregular hours, including participation in the on-call schedule are a must.



If you have the necessary skills, experience and qualifications, and support our Vision and Values of RISE (Respect and Integrity, Innovative Leadership, Synergy and Experiences) please review the “**How to Apply**” instructions on [Our Website](#) and then submit your application.

[Watch our video](#) to learn more about working at the District!

The District Municipality of Muskoka is committed to employment equity and diversity in the workplace and welcomes applications from women, racially visible individuals, people with disabilities, Indigenous peoples, and LGBTQ+ persons.

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