

External Posting

Posting Date: Wednesday, February 26, 2020

Closing Date: Wednesday, March 11, 2020 @ 12:00 NOON

Wage: \$ 22.70 - \$24.82 per hour

Classification: Outside Class 4

The Administration department is currently looking for:

Two (2) Temporary, Full-time Seasonal Airport Maintenance Specialists – up to four (4) months

This role 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.

This job entails shift work and will be required to work days, evenings, weekends and statutory holidays – averaging 80 hours over a two week period. You may also be required to work overtime as well as be on call.

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.
- Perform other related duties as assigned.

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.

We would expect that your strengths will include strong interpersonal and communication skills with a proven ability to work independently or in a team. Strong organizational, administrative and customer service skills are also key success factors for this job.

Please review the full job description, linked on our website, for a complete overview of the job.



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 meeting its obligations under the *Ontario Human Rights Code* and 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.