



## External Posting Summer Student – Airport Services (2 Required)

---

**Posting Date:** Wednesday, February 27, 2019

**Closing Date:** Friday, March 8, 2019

**Wage:** \$ 14.50 per hour

**Classification:** Summer Student – May to August 2019

---

Each year, the District offers summer employment opportunities to post-secondary students as a means of helping students develop transferrable skills, support their career goals and learn about the Municipal sector.

In 2019, we have had an opportunity for Summer Student – Airport Services. This role works with the team at the Muskoka Airport supporting the customer service and operational services. Given the nature of the industry, this job requires shift work including evenings and weekends, working 10 hours per day totaling 40 hours per week.

Responsibilities of the Summer Student – Airport Services will include, but not be limited to:

- Assisting with all aspects of airfield operations including marshalling, wildlife control and runway inspection
- Aiding with fuel testing and fueling of corporate jets, turboprop, helicopters and a variety of private aircraft
- Airline check-in services including baggage weighing, tagging and ticket processing, as required
- Provide customer service duties including answering the telephone and directing visitors in an efficient, friendly and timely manner
- Support aircraft servicing functions and assist pilots with tasks such as , catering, ice, coffee and accommodation arrangements
- Provide administrative support including but not limited to faxing, photocopying, filing and general office procedures
- Process payments, preparation of documentation and data entry
- Performing grounds maintenance including grass cutting, gardening and painting
- Assisting in the operation of airfield maintenance equipment and vehicles; and
- Perform other related duties as assigned.

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

- Demonstrated ability to communicate effectively and courteously with members of the public and staff, in person, by telephone or electronically.
- Ability to work independently, self-motivated and accepting of responsibility
- A valid Ontario Driver`s License (minimum Class G2)
- Aeronautical Restricted Radio Operator`s Certificate and Fuel Handling Certificates
- Students must be enrolled in full-time post-secondary studies for the following school year with proof of enrolment provided to the Human Resources department when requested.

We would expect that your strengths will include strong interpersonal and communication skills and you are able to handle a number of tasks at one time. You will have excellent organizational, administrative and customer service skills. Interest in airport operations and aviation is a definite asset!

If you have the necessary skills, experience and qualifications, please review the **“How to Apply”** instructions on our Website before submitting your application.

Students shall be hired based on qualifications, experience, skills, abilities and course of study applicable to position being filled. Relationship to another employee in the District shall not be a consideration in the hiring process.

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.