



## Job Profile

<b>Position Title:</b>	Airport Operations Specialist 3
<b>Classification:</b>	AOS 3
<b>Reports To:</b>	Superintendents(s) of Maintenance/Emergency Services
<b>Version:</b>	AOS3.3. March 17, 2010

### JOB POSTING

Posted Date: **March 19, 2010** Closing Date: **April 16, 2010**  
Positions Available: **Two** Term: **Term Assignment - 6 months**

### PRIMARY FUNCTION

Working as part of the Prince George Airport operations team the Airport Operations Specialist ensures airport operations continue in a safe, efficient, and effective manner.

In addition to the duties and qualifications required of the AOS 1 & 2 classification, the AOS 3 provides a wide variety of runway, structures and grounds maintenance duties to various internal or external client groups. In the event of an emergency, the AOS 3 performs emergency response duties to minimize damage to life and property.

### JOB DUTIES

In addition to the duties of the AOS 1 and 2, the AOS 3 is expected to:

- Perform major maintenance and construction activities that may require trade certification or journeyman proficiency including: carpentry, plumbing, roofing, trades-helper, painting, masonry, sheet metal, HVAC and heavy duty mechanic trades.
- Minimize damage to life and property in emergency situations by providing effective fire suppression activities in the event of an aircraft crash, aircraft fire or other emergency on Airport property or surrounding area and to provide first aid as required.
- Operate standard and specialized fire apparatus to combat aircraft fires on Airport property and surrounding area as directed.
- Train, orientate, and assist new employees as required.
- Lead work teams assigned to them.
- Provide security services for airport passengers, tenants, users and staff.
- Complete reports as required.
- Work safely ensuring compliance to Occupational Health and Safety regulations, Workplace Hazardous Information System (WHIMS), the Canada Labour Code and other applicable regulations and legislation.
- Perform other assigned or related duties.



## Job Profile

### QUALIFICATIONS/SKILLS

The AOS 3 must:

- Possess a grade 12 graduation diploma, GED, or equivalent.
- Possess Journeyman trade certification in one or more of the following trades: Carpentry, Plumbing, Electrician HVAC, Welding, and Heavy Duty Mechanic; or obtain and maintain an Aircraft Fire Fighting Certification recognised by Transport Canada.
- Be able to communicate effectively in written and verbal English.
- Possess or be capable of learning applicable legislation, regulations and company policies with respect to airport operations and maintenance.
- Have a good working knowledge of computer applications including word processing, spreadsheets, databases as well as the various maintenance management applications.
- Able to work in a fast paced and changing environment.
- Able to organize and prioritize their workload.
- Able to work with a diverse team.

### Other Information

The PGAA is looking for individuals who work well with minimal supervision, are highly motivated self starters, and are willing to learn and contribute to the team. The PGAA will train the right candidate to meet the AOS 3 standard.

This position requires day and evening shift work on a 4 on, 2 off rotation.  
Hourly wage rate when fully qualified: \$28.62

AOS 1 & 2 qualifications:

- Class 3 Drivers License with Air Brake endorsement.
- Be able to obtain and maintain a Transport Canada Security Clearance.

AOS 1 & 2 Duties:

- Operate and maintain a variety of large airfield and grounds maintenance equipment.
- Perform labour intensive airfield and grounds maintenance duties as required.
- Performs various minor maintenance activities that do not require trade certification.
- Communicate with various stakeholders regarding site information and safety concerns.

This position is subject to all terms and conditions of the collective agreement between the PGAA and the PSAC.