



## Job Profile

Position Number: **AOS1**  
Classification: **Included**  
Date: **August 2017**

Position Title: **Airport Operations Specialist 1**  
Reports To: **Superintendent of Operations & Maintenance**  
Version: **9**

### **JOB POSTING**

Posted Date: **August 29, 2017**  
Positions Available: **One (1)**

Closing Date: **Sept. 15, 2017 (4:00pm)**  
Term: **Temporary (October to March)**

### **PRIMARY FUNCTION**

Working as part of the Prince George Airport operations team the Airport Operations Specialist ensures airport operations can continue in a safe, secure, efficient, and effective manner. The AOS 1 performs a wide variety of structure and grounds maintenance duties that are generally Labor intensive and may be required to provide support services to various internal and external client groups.

### **JOB DUTIES**

The AOS 1 is expected to:

- Use hand tools and operate equipment to perform structure and grounds maintenance duties.
- Perform minor repairs on equipment and structures while complying with applicable regulations, legislation and policies.
- Work independently or in a team.
- Assist as directed during airport emergencies.
- Complete computer and paper based work orders, forms and other reports as required.
- Work safely and actively towards creating and maintaining a safe work environment by ensuring compliance with Occupational Health and Safety regulations, the Canada Labour Code, the airport's Safety Management System and other airport policies and procedures.
- Perform other assigned or related duties.

### **QUALIFICATIONS/SKILLS**

The AOS 1 must:

- Possess a grade 12 graduate diploma, or equivalent.
- Be able to communicate effectively in verbal and written English.
- Be capable of learning various policies, regulations, and legislation.
- Possess a minimum Class 5 BC Drivers License with air brake endorsement. A Class 3 with air brake endorsement, or better, is preferred.
- Be able to obtain and maintain a Transport Canada security clearance.
- Be able to obtain and maintain a Radio Operator's license and a Prince George Airport Vehicle Operators Permit.

### OTHER INFORMATION

The Airport Authority is looking for an individual who works well with minimal supervision, is a highly motivated self-starter, and is willing to learn and contribute to the team.

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

This position requires day, afternoon and weekend work on a 4 on 2 off rotation.  
Hourly wage rate is: \$25.44.

Please submit resumes electronically to: [hr@pgairport.ca](mailto:hr@pgairport.ca) ensuring that "AOS 1" is the subject line. The PGAA thanks in advance all those who submit an application, however only selected candidates will be contacted.

**Application Deadline: 4:00pm, September 15th, 2017**