



## Job Profile

Position Number: **AOS3**  
Classification: **Included**  
Date: **June 2019**

Position Title: **Airport Operations Specialist 3**  
Reports To: **Crew Lead**  
Version: 4

### JOB POSTING – INTERNAL AND EXTERNAL

Posting Date: **June 11, 2019** Closing Date: **July 2, 2019**  
Positions Available: **One (1)**

The PGAA is looking for individuals who are highly motivated self-starters, work well with minimal supervision and are willing to learn and contribute to the team. Preference will be given to those candidates with the following qualifications: red seal trade as a Heavy Duty Equipment Technician, Automotive Service Technician, Truck and Transport Mechanic or Carpenter, other ticketed equipment or building trades, certified aircraft firefighters and those with previous airport operations and maintenance experience. The PGAA will provide training to the right candidate to meet the AOS 3 standard. All relevant education and experience will be considered when evaluating candidates.

This position requires day and evening shift work for operations 365 days a year. Normal hours are 35 hours per week. The PGAA offers a competitive wage, extended health and dental benefits and a pension plan. **Only the applicants shortlisted will be contacted for an interview.**

Only email applications will be accepted. Send resume and cover letter to [hr@pgairport.ca](mailto:hr@pgairport.ca)

### PRIMARY FUNCTION

Working as part of the Prince George Airport operations team the Airport Operations Specialist (AOS) ensures airport operations continue in a safe, secure, 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, grounds and equipment 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, qualifications, skills and abilities of an AOS 1 and an AOS 2, an AOS 3 is expected to:

- Perform major maintenance and construction activities that may require trade certification or journeyman proficiency for the following trades: carpentry, plumbing, roofing, painting, masonry, sheet metal, HVAC and heavy duty mechanic.
- 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 firefighting apparatus to combat aircraft fires on Airport property and surrounding area.

- Train and assist other employees.
- Lead work teams.
- Complete computer and paper-based work orders, forms and other reports as required.
- Work safely and actively towards creating and maintaining a safe and secure work environment by ensuring compliance with Occupational Health and Safety regulations, the Canada Labour Code, the airport's Safety Management System, Airport Security Program and other airport policies and procedures.
- Perform other assigned or related duties.

### **QUALIFICATIONS, SKILLS & ABILITIES**

The AOS 3 must:

- Able to travel to the US for training if required. Applicant must possess or qualify to obtain a Canadian passport.
- Obtain and maintain an Aircraft Fire Fighting Certification recognised by Transport Canada.
- Have a good working knowledge of applicable legislation, regulations and company policies and procedures with respect to airport operations, maintenance and emergency response.
- Have a good working knowledge of computer applications including word processing, spreadsheets, databases and maintenance management systems.
- Be able to organize and prioritize their workload in a fast-paced and changing environment.

AOS 1 & 2 Minimum Qualifications:

- Be legally able to work in Canada
- 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, obtain and maintain a valid Class 3 or higher BC Drivers Licence with air brake endorsement.
- Be able to obtain and maintain a Transport Canada Transportation Security Clearance.
- Be able to obtain and maintain an Aeronautical Radio Operator's license and a Prince George Airport Vehicle Operators Permit.
- Have working knowledge of relevant legislation, regulations and company policies.
- Possess appropriate licenses/certifications/knowledge to operate airport surface maintenance equipment.
- Possess a basic working knowledge of carpentry, plumbing, roofing painting, masonry, sheet metal, HVAC, welding, or heavy-duty mechanic trades so that they may complete maintenance and repairs in a safe and efficient manner.
- Have working knowledge of computer applications including word processing, spreadsheets, databases and maintenance management systems

### AOS 1 & 2 Duties:

- 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.
- Operate and maintain a variety of large airfield, runway and surface maintenance equipment in winter and summer operations.
- Communicate with various stakeholders regarding site information and safety concerns.
- Perform winter and summer airfield and grounds maintenance duties as required while complying with applicable regulations, legislation and policies.
- Perform various maintenance activities that do not require trade certification or journeyman proficiency.
- Complete computer and paper-based work orders, forms and other reports as required.
- Work safely and actively towards creating and maintaining a safe and secure work environment by ensuring compliance with Occupational Health and Safety regulations, the Canada Labour Code, the airport's Safety Management System, Airport Security Program and other airport policies and procedures.
- Perform other assigned or related duties.

This position is subject to all terms and conditions of the collective agreement between the PGAA and the Union of Canadian Transportation Employees / Public Service Alliance of Canada.