



SLEMON PARK
SLEMON PARK CORPORATION
POSITION DESCRIPTION

POSITION TITLE: **Airport Operations Technician**

REPORTING TO: **Airport Manager**

Date of Preparation/Revision: **October 2021**

POSITION SUMMARY:

This position is responsible for carrying out all duties associated with airport and fixed base of operations (FBO). This position is responsible to the Airport Manager, in his/her absence, to the Operations Supervisor, and to the President and his designates for the other operations support role.

PRINCIPAL RESPONSIBILITIES AND ACCOUNTABILITY:

- Respond to the normal day to day duties associated with airport operations.
- Coordinate with the airport manager/supervisor to coordinate any special projects associated with airport operations.

Airport Operations

- Carryout daily fuel inventories checks.
- Carryout and document daily inspections on fuel tanks and other related airport equipment.
- Ensure all sales slips are turned into operations for processing.
- Provide airport information to incoming aircraft on VHF radio as required.
- Coordinate with manager/supervisor for scheduled and unscheduled maintenance on ground support equipment.
- Receive fuel deliveries from *the supplier, ensuring all documents are completed* in compliance with regulations.
- Inspect runways, taxiways and ramps at the start of each shift.
- Assist with coordinating the annual maintenance of navigational equipment for compliance with Transport. Canada and Navigation rules and regulations.
- Provide airport and runway condition reports to flight services.
- Assist in planning runway repair program.
- Assist reviewing training requirements with manager/supervisor quarterly.
- Carryout periodic inspection and repairs on airport lighting system.
- Answer after hour calls re general inquiries, Medivacs, refueling and landing lights
- Assist with the training of new personnel
- Bird Control on Airport Property
- Other duties as assigned

Other Operations

- Provide assistance to other departments of Slemon Park when not required for Airport



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operations.

SUPERVISORY RESPONSIBILITIES

This position may hold supervisory duties over seasonal and other employees as designated by the airport manager.

POSITION SPECIFICATIONS:

Education and Training

- Familiarity with aircraft and airport operations an asset
- Knowledge in fuel handling, quality control, and inventory control an asset
- Hold a valid VHF radio license an asset
- Hold a valid class 3 driver's license with Air Brake an asset

Skills

- Must be capable of completing all tasks associated with airport and FBO operations without supervision
- Good interpersonal communication and writing skills
- Good organizational skills
- Basic computer skills; e-mail, excel, word
- Working knowledge of Canadian Airport Rules and Regulations

WORKING CONDITIONS:

Scheduled working hours:

This is a full-time/part time position that requires working a week on and a week off.