SLEMON PARK

SLEMON PARK CORPORATION
POSITION DESCRIPTION

POSITION TITLE: **Airport Operations Technician**

REPORTING TO: **Airport Manager**

Date of Preparation/Revision: **October 2026**

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.

<u>Airport Operations</u>

- 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
- Ensure airport equipment checks are completed and recorded.
- Other duties as assigned

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Other Operations

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

SUPERVISORY RESPONSIBILITES

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.

COMPENSATION AND BENEFITS:

Hourly - $19.04 – $22.84

Vacation – Starting at three weeks per year.

Benefits – Long-term disability, health, dental, life insurance, and pension