

## Job Description

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<b>Position Title:</b>	<b>Field Supervisor</b>
<b>Reporting To:</b>	<b>Director Airside Operations and Safety</b>
<b>Key Relationships:</b>	Internal – All VAA Staff External – Customers, Suppliers, General Public, Third Party Contractors
<b>Supervisory Responsibilities:</b>	Equipment Operator (4), Maintenance Craftsperson (1)

### Role Summary:

The Field Supervisor is responsible to ensure that airside and groundside surfaces, utilities, facilities and mobile equipment are operated and maintained in compliance with regulatory requirements and good industry practice. Winter season includes standby time, after hour's callouts, shift work and varying hours of operations. The Field Supervisor relies on leadership abilities in order to support and promote excellence within the department. The Field Supervisor is a union position reporting to the Director, Airside Operations and Safety and will normally work a 40 hour work week during regular business hours.

### Description of Duties:

- Provide supervision, mentorship, leadership and direction for staff.
- Conduct performance appraisals; handle staff performance issues (e.g. progressive discipline within their authority).
- Administer department's operational and maintenance budget.
- Produce specifications and cost estimates.
- Manage VAA operational maintenance programs, Airport grounds and airfield surfaces and designated structures.
- Ensure VAA is fully compliant with TP 312 and VAA's Airport Operations manual.
- Plan and implement winter operations.
- Provide general labour for Airport operations.
- Utilize power equipment to perform maintenance duties.
- Accurately complete all operational documentation, both written and digital and ensure it is communicated to appropriate personnel or agencies.
- Lead ongoing training, upgrades, safety and technology advancements.
- Manage contractors.

- Research and prepare operational and statistical reports in support of Director, Airside Operations and Safety.
- Assume personal responsibility of safety related training and courses for subordinates and co-workers promoting the VAA's Safety Management System and its safety culture.
- Other related duties.

**Knowledge, Skills, Abilities, and Personal Characteristics:**

Post-secondary training in a related field and three year's related experience or Grade 12 with a minimum of eight year's related experience. Current Pesticide Applicator Certificate, Firearms Certification (FAC), WHMIS Certification and BC Class 3 Driver's licence with air brakes endorsement is required. Applicants with an equivalent combination of education and experience may be considered. Good working knowledge of building maintenance, mobile equipment and airside/groundside maintenance. Excellent knowledge of relevant Transport regulations, policies, standards, recommended practices, VAA Airport Operations, winter operations, Safety Management Systems, safety and security, and safe working practices and regulations. Excellent working knowledge of business English, spelling, punctuation and arithmetic.

Within two (2) months of hire the Field Supervisor must obtain and then maintain the appropriate level of Airport Security Clearance as well as the following certifications:

- Airside Vehicle Operator Permit (AVOP).
- Radio Operator's Certificate – Aeronautical.

The Field Supervisor must also possess and/or demonstrate:

- Excellent work ethic, leadership, supervision and problem solving skills.
- Excellent customer service and interpersonal skills, and the ability to communicate effectively, both orally and written, with internal and external customers.
- Ability to be tactful, demonstrate excellent judgment, and work as a positive and collaborative team member.
- Organized and ability to work under deadlines with conflicting demands.
- Competent computer skills and the ability to create and edit documents using various software packages.
- Enthusiastic, energetic, a self-starter and the ability to work independently.
- Ability to develop, monitor and forecast budget requirements.
- Ability to read and interpret technical drawings, manuals, regulating documents.
- Above average mechanical aptitude.
- Aptitude and willingness to learn new technology.
- Personal suitability to work in emergency, hazardous (i.e. confined space, heights) or inclement weather situations.