

## Job Description

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<b>Position Title:</b>	<b>Airport Maintenance Specialist 1</b>
<b>Reporting To:</b>	<b>Airport Maintenance Supervisor</b>
<b>Key Relationships:</b>	Internal – All VAA Staff External – Third Party Contractors, Airport Security, Vendors
<b>Supervisory Responsibilities:</b>	None

### Role Summary:

The Airport Maintenance Specialist 1 performs a variety of tasks for the upkeep and maintenance of groundside and airside operations. Winter season includes standby time, after hour's callouts, shift work and varying hours of operations. The Airport Maintenance Specialist 1 is a union position reporting to the Airport Maintenance Supervisor and will normally work a 40 hour work week.

### Description of Duties:

The overall responsibilities of the Airport Maintenance Specialist 1 include, but are not limited to:

- Provide general labour for Airport operations.
- Utilize power equipment to perform a variety of maintenance duties:
  - Cut grass and sweep airside and groundside;
  - Maintenance and inspection of airport grounds and surfaces; fill pot holes and cracks, move materials, paint surfaces, garbage clean-up, clean and wash equipment;
  - General repairs to gates, fences, barriers and minor building repairs;
- Run a variety of maintenance vehicles requiring a class 5 license (Street Sweeper etc.).
- Snow and ice removal using chemicals, materials and power equipment.
- Restock and supply winter operations materials.
- Take personal responsibility for VAA's Safety Management System, safety related issues and integrate safety into daily work activities.
- Other related duties.

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

Completion of Grade 12 and a minimum of one year of related experience. BC Class 5 Driver's licence required.

Within two (2) months of hire, Equipment Operator 1 must obtain the following certification:

- ❖ WHMIS certificate.
- ❖ AVOP D/A.
- ❖ Forklift Certificate.

The Airport Maintenance Specialist 1 must also possess and/or demonstrate:

- 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 with the ability to work under deadlines with conflicting demands.
- Basic computer skills and the ability to use a wide variety of software packages.
- Enthusiastic, energetic, a self-starter with the ability to work independently.
- Ability to operate weed-eaters, power washers, mowers and similar equipment.
- Personal suitability to work in emergency, hazardous (i.e. confined space, heights) or inclement weather situations.

As a condition of employment, employees must pass and maintain enhanced Airport security clearance (RAIC)\*.