

North Bay Jack Garland Airport Corporation

JOB POSTING

DATE: October 26, 2017
POSITION: Para-Bus Cleaner Part-time (Unskilled Labour)
LOCATION: North Bay Jack Garland Airport

Summary The Position reports to the Airport Manager and works under the direction of the Airport Operations/SMS Manager.

This position checks, cleans and fuels various pieces of equipment and maintains the work place in a clean and safe condition.

This position requires being able to work Monday to Friday after 5 pm for a period of 3 hours. The average work week is 15 hours per week following the initial training period.

- DUTIES:**
- Report to work at assigned time and sign in on time sheet.
 - Check oil level in pressure washer, top up as required. Record any oil used for the pressure washer on the maintenance sheet.
 - Prepare wash water with wash & wax powder and fresh water for mopping the floors with appropriate cleaning agent.
 - Refuel bus units with clear diesel and record on “Daily Check Sheet”.
 - Clean interior of vehicle.
 - replace garbage bag if required
 - sweep floor and mop floor
 - Check Fluids transmission oil, engine oil, coolant, power steering fluid, brake fluid and windshield washer fluid levels and top as required. Record any supplies used on the “Daily Check Sheet”.
 - Circle bus and check for missing wheel lug nuts and other apparent damage.
 - Wash bus exterior carefully and park unit in the appropriate location.
 - Drain air tanks on units equipped with air compressors.
 - Notify your supervisor of any faults found while cleaning the bus.
 - When all units are washed, with the remaining time on your shift, wash interior windows and walls etc. on units that require cleaning.
 - Complete check sheets correctly and turn in to the office

- Building maintenance:
 - Cleaning of shop floors and drains
 - Store hoses, tools and equipment
- Completes work orders and reports as per airport operating procedures.
- Establish and maintain effective working relationships with co-workers, supervisors and the general public.
- Maintains personal protective equipment, and adherence to relevant health and safety procedures.
- Reports all equipment breakdowns, facilities malfunctions and safety violations.
- Adhere to and participate in the Airport Safety Management Systems and other airport committees as requested by the manager.
- Carry out assignments as directed by the Operation Supervisor and assist other trades people when required
- Performs other work related duties as requested by the manager which are not limited by this job description.

SKILLS, ABILITY & qualifications:

- Must have completed Grade 11 or equivalent.
- Ability to work safely in a shop environment.
- Speak and write English fluently.
- Basic computer skills; word, excel and Microsoft outlook.
- Mechanical ability including but not limited to; refueling vehicles, checking engine fluid levels, inspecting wheel lug nuts and replacing lights and bulbs.
- Able to sweep and wash floors, wash exterior of vehicles, wash interior of vehicles including dash, walls and windows.
- Ability to recognize a fault or deficiency and report it to the supervisor.
- Must be able to complete the health and safety modules during the probation period
- Ability to work in an unsupervised environment
- This position requires a Class “G” License. Possession of a Class “G1” or Class “G2” License while in the process of attaining a Class “G” License is acceptable.
- Reliable

WAGE: As per collective agreement \$14.13 per hour

APPLICATIONS: In writing or Email by Nov 24, 2017
Airport Manager
North Bay Jack Garland Airport Corporation
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North Bay, ON
P1B 8G2
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POSTING: Airport Web-site
<http://yyb.ca>