

North Bay Jack Garland Airport Corporation

MEMORANDUM

TO: Public Service Alliance of Canada, Local 00006
FROM: Jack Santerre, Airport Manager
SUBJECT: Job Posting – Article 36
DATE: July 30, 2018
POSITION: MDO Term Position November 12, 2018 to March 30, 2019
LOCATION: Airport

Summary

The MDO Reporting to the Airport Manager and working under the direction of the Manager Safety Management. This position operates a variety of heavy equipment to maintain the airport airside and groundside surfaces; performs general repairs and preventative maintenance work on all airport surfaces, buildings, facilities and equipment;

Conducts regular airfield inspections and completes runway surface condition reports with runway coefficient of friction measurements as required;

Performs bird and wildlife control and removal;

This position requires being able to work shift work, overtime and respond to after hour calls to meet the airport operational and customer requirements.

DUTIES:

- Perform airfield checks including Runway surface conditions reports.
- Using a variety of heavy equipment, perform maintenance duties on airport roads, taxiways, runways, parking lots and the general airfield.
- Inspects all equipment for mechanical defects and safety on a regular basis and report any mechanical attention required.
- Snow removal and surface repair as required on airport roads, taxiways, runways, parking lots and the general airfield.
- Building maintenance:
 - Support other trades as required
 - Cleaning of shop floors and drains
 - Minor repairs such as caulking and paint touch ups,
- Maintains Property Fences:
 - Retying fence as required
 - Brushing both side of fence area
 - Retying signs
 - Adjusting manual gate fixtures
- Maintains Groundside:
 - Minor hard surface repairs
 - Install of replace signs
 - General lawn care and gardening

- Maintains Hard Surfaces :
 - Line Painting
 - Crack sealing
 - Minor cement work
 - Pave patching
- Maintains Equipment:
 - Performs walk around & safety checks
 - Grease all equipment as per manufacturer or Mechanics recommendations
 - Replaces cutting edges as required
 - Replaces sweeper brushes and core
 - Performs minor maintenance (wipers blades, auto lamps, etc)
 - Cleans and degrease equipment as required
- Maintains general airfield by :
 - Grass and Brush cutting
 - Tree Removal
 - FOD and other obstacles removal
 - Wildlife control and removal
- 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.
- Carry out assignments as directed by the Operations and SMS Manager and assist other trades people when required
- Participates in the Airport Safety Management System, Workplace Health and Safety and other airport committees as requested by the manager.
- Will respond to emergency situations as required
- Performs other work related duties as requested by the managers which are not limited by this job description.

SKILLS, ABILITY & qualifications:

- Must have Grade 12 or equivalent.
- Must have or be able to complete the airport winter operations MDO program during the probation period.
- Must show initiative to complete other parts of the MDO Program
- Must be able to complete the health and safety modules during the probation period
- Complete on site Runway surface condition reporting course
- Must be fluent in both written and spoken English.
- Must have and maintain a Class “DZ”.
- Industry Canada Radio licence for airport use within 30 days
- AVOP for airport use within 30 days
- Must have three years work experience in the operations of heavy equipment
- Must be willing to pursue additional training
- Effective interpersonal relationships

- Initiative
- Reliable

WAGE: \$24.92 per hour

APPLICATIONS: In writing, by 4:00 p.m. September 14, 2018 to

Email: airportmanager@yyb.ca.

Fax Number: 705-474-3020

Or mail to

Airport Manager

North Bay Jack Garland Airport Corporation

50 Terminal St. Suite 1

North Bay, ON

P1B 8G2

POSTING: Airport Administration Office
Airport Maintenance Garage
Airport Web-site