



**North Bay Jack Garland Airport Corporation**  
50 Terminal St., Suite 1  
North Bay, ON Canada P1B 8G2  
705-474-3026

## **MEMORANDUM**

DATE: August 11, 2021  
TO: Public Service Alliance of Canada, Local 00006  
FROM: Jack Santerre, Airport Manager

SUBJECT: Job Posting – Article 36  
POSITION: **Machine Driver Operator Term Position November 14, 2021 to April 3, 2022**  
**2-3 Weeks of Training in October**  
LOCATION: North Bay Jack Garland Airport, 50 Terminal St., North Bay, ON

### **Summary**

- The Machine Driver Operator reporting to the Airport Manager and working under the direction of the Operations Manager. 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 replacement 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 Mechanic's 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, Abilities & 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 year's work experience in the operations of heavy equipment
- Must be willing to pursue additional training
- Effective interpersonal relationships
- Initiative
- Reliable

## **Wage**

\$26.64 per hour

## **Applications**

In writing, as soon as possible to:

Email: [airportmanager@yyb.ca](mailto:airportmanager@yyb.ca).

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 Website  
Kijiji