

JOB DESCRIPTION

TITLE:	Airport Attendant
DEPARTMENT:	Airport
REFERS TO:	Director of Airport Services
SUPERVISES:	NIL
CLASSIFICATION:	8
PROBATION PERIOD:	3 months

PURPOSE OF THE POSITION:

Responsible for the daily upkeep of the airport and surrounding areas.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

AIRPORT FACILITIES/TERMINAL INSPECTION AND MAINTENANCE

Monitor the conditions of the airport, runway and aircraft movement areas, airport visual aids (wind direction indicator(s), runway and threshold markers, obstruction marks, runway lighting system, including runway identification lights (RILS) and Precision Approach Path Indicator (PAPI)), and ensure wildlife monitoring and control.

Perform daily surface conditions inspections and friction testing of the runway surface in winter time as required, sometimes outside normal operating hours as requested by flight crews and update the Flight Information Center accordingly.

Carry out general upkeep of the terminal building and the fuel facilities including janitorial duties in the main terminal building, general grounds keeping/snow removal and supervision of the terminal building for security and cleanliness.

ADMINISTRATIVE DUTIES

Various administrative duties, including the billing of all fuel sales, aircraft parking, aircraft landing, aircraft plug-in and terminal fees, as appropriate, and as directed by the Director of Airport Services, in accordance with the approved fee schedule.

Prepare daily, weekly and monthly reports and deliver them to Town Hall on a weekly basis. Record aircraft movements on a daily basis and post records at agreed intervals.

Provide flight information during normal hours of operations and after hours if requested.

AIRCRAFT FUELLING AND QUALITY CONTROL

Carry out safety and quality control measures in accordance with requirements, instructions, guides, procedures and systems in place, including daily, weekly and monthly inspections of fuel tanks and dispensing cabinets.

Supervise the delivery of bulk fuel, verify tanks prior to delivery and check bulk fuel product for quality prior to acceptance, in accordance with approved procedures.

Dispense aviation fuel during normal hours of airport operation, and at other times as required, through “prior notice” or on special “call out” and with the strict use of grounding wires during fuelling.

Maintain aviation fuel-dispensing logs for each fuelling cabinet, as provided, and report all defects to the Director of Airport Services as soon as they occur.

GENERAL

With prior notice and/or special callout, attend Medivacs and special flights for various services such as runway surface conditions reporting, aircraft fuelling, fire alert service and weather reporting.

Perform other related duties that may be assigned from time to time by the Director of Airport Services.

SKILLS AND KNOWLEDGE REQUIRED:

Hold a Class “G” Ontario Driver’s Licence.

Proficient in multiple applicable computer software applications utilizing word processing, spreadsheets applications.

Able to communicate in both official languages is required (verbally and in writing).

Be in good health and capable of working under adverse conditions.