

Position	Airport Duty Crew Position
Reports to	<i>Airport Manager</i>

Job purpose

Reporting to the Airport Manager, the Duty Crew position is responsible for many administrative tasks, and safety sensitive functions in the daily operation of the Peterborough Airport. This includes a variety of tasks including but not limited to:

Duties and responsibilities

- Monitoring of airside and groundside operations, providing Unicom advisories to air traffic, and escorting persons/vehicles airside
- Provide administrative support to Airport Management as needed
- Ensuring the adherence to the Airport Inspection Program and Safety Management System regulations
- Ensure Airside safety and security through the performance of airfield/runway inspections and wildlife inspections and control.
- Gather and provide information to airport users regarding local air traffic procedures, arrival and departure routes, noise abatement procedures, weather conditions, airport facilities and other local services. Explain and enforce Airport rules and regulations.
- Ensure Airport policies are followed, make recommendations for policy modifications, or creation.
- Initiate emergency response/activation of Airport Emergency Response Plan. May be on-call in the event of an airport emergency. Provide assistance and support for distressed or disabled aircraft and assist in emergency operations by providing first aid, operating rescue equipment, operating radio, providing information, and notifying fire and other emergency services.
- Assign tie down spaces and collect rental fees
- Professional presentation and interaction with Airport Customers
- Ability to work independently, or effectively as part of a team

Qualifications

- Post-Secondary Aviation Education or equivalent aviation knowledge/experience
- TP312E course or equivalent experience
- Restricted Radio Operators Certificate (ROC-A)
- Communication skills, written and verbal, to respond to customers and complete required Airport documentation procedures
- Proficiency with Microsoft Office software

Qualifications considered an asset to the position:

- Airfield Lighting Maintenance Course
- Private Pilot's License or flight training experience
- Chainsaw safety certification
- Firearms Possession and Acquisition Permit
- Current C.P.R. and First Aid training
- Working knowledge of runway surface condition reporting
- Valid "D" Driver's License with "Z" brake endorsement or equivalent heavy equipment operation experience

Working conditions

This job is performed approximately 50% of the time, out of doors. The hours for this position include shifts, weekends, statutory holidays, and rotational on call. Due to the nature of this position, applicant must live within one hour's drive of the Peterborough Airport.

Physical requirements

This position requires the ability to lift up to 30 kg, prolonged periods of standing or sitting while using equipment or at a desk, lifting, pulling, and managing heavy equipment and objects.
