



## JOB DESCRIPTION

**CLASSIFICATION:** TBD

**JOB TITLE:** TEMPORARY AIRPORT LABOURER

**REFERENCE NO:** 100573

**DIVISION:** DEVELOPMENT & INFRASTRUCTURE

**DEPARTMENT:** AIRPORT

**APPROVAL DATES:** BY:  DATE: Jul 19, 2023  
MANAGING DIRECTOR – DEVELOPMENT AND INFRASTRUCTURE

BY: Karla Kochan DATE: Jul 19, 2023  
Karla Kochan (Jul 19, 2023 11:21 MDT)  
CHIEF HUMAN RESOURCES OFFICER

### **GENERAL DESCRIPTION:**

This is a semi-skilled unionized position primarily responsible for safely operating Class I-IV airport maintenance equipment, and manual labour duties to complete Airport related grounds, facilities, equipment, and repair tasks in accordance with regulatory, safety standards, programs, policies, practices, and the Medicine Hat Regional Airport Safety Management System.

### **ORGANIZATIONAL RELATIONSHIPS:**

- Reports to the Airport Superintendent or designate.
- Receives day to day operational direction from the Airport Maintenance Lead Hand(s) or designate.
- Develop and maintains working relationships with other City staff, Airport tenants and users, and the public.

### **PRIMARY FUNCTIONS/ACCOUNTABILITIES:**

- Perform duties associated with the operation and maintenance of the Medicine Hat Regional Airport. This includes, but is not limited to, safe and effective operation and maintenance of airfield maintenance equipment including plow trucks, runway sweepers, snow blowers, material spreaders, loaders, tractors, mowers, chemical sprayers and light duty vehicles.
- Participate in the Airport Safety Management System SMS program, security program, airport inspection programs, and report hazards, incidents, and deficiencies in a timely manner.
- Assist with implementation of corrective actions as required.
- Report wildlife activity and maintain grounds in accordance with the Airport Wildlife Management Program.
- Perform minor maintenance and repair to Airport facilities and buildings.
- Carry out duties as directed and assigned in the Airport Emergency Response Plan and Airport Security Plan.
- Safely operates basic hand and power tools to perform manual labourer duties related to Airport maintenance.
- Ensures that relevant safety procedures and equipment are compliant with current organizational and legislated requirements.
- Projects a positive image of self and the organization will all people contacted.
- Perform other related duties, as requested, and as required.

### **REQUIRED COMPETENCIES:**

- Ability to learn the safe operation and routine maintenance of airport maintenance specific Class I-IV equipment.

- Working knowledge of computers, Microsoft Office applications, and ability to use various software, apps and technologies related to duties and responsibilities.
- Ability to read and understand written instructions, schedules, procedures, manuals, equipment operator manuals, training documentation and other materials related to airport operations, safety, and security.
- Reliable and dependable with ability to work overtime, rotating, extended and irregular shifts year-round, including weekends and statutory holidays, often with minimal supervision.
- Review, learn, understand, commit, and work in the safest possible manner consistent with Airport SMS, Occupational Health and Safety Legislation and the City's Health, Safety and Environment Management System.
- Basic communication skills including the ability to carry out verbal and written instructions.
- Ability to maintain effective working relationships with fellow employees, airport users, tenant employees, contractors, and the public.
- Knowledge of and ability to operate and maintain basic hand and power tools.
- Ability to lift and move heavy objects and to perform heavy physical work under varying weather conditions, year-round.

**REQUIRED QUALIFICATIONS:**

- Successful completion of Grade 12 or high school equivalency diploma.
- Possess and maintain a valid Alberta Class 3 driver's license with airbrake endorsement and an acceptable driving record.
- Possess or ability to obtain current Standard First Aid, CPR and AED certification.
- Possess Airport Vehicle Operator's Permit (AVOP), Restricted Radio Operator's Certificate, and a Restricted Area Security Pass (RASP), or ability to obtain.
- An equivalent combination of management approved education and experience may be considered.