



FORTFRANCES

POSITION DESCRIPTION

POSITION TITLE:	Full-time Permanent Labourer/Seasonal Airport Attendant
GENERAL SUPERVISOR:	Transportation Superintendent & Airport Superintendent
EMPLOYEE GROUP:	CUPE and its Local 65

Position Summary

Public Works Labourer

- Responsible for the execution and completion of various works related to construction and maintenance in the Public Works Department.

Seasonal Airport Attendant

- Responsible for assisting the traveling public and airport tenants, and assisting with the maintenance of airport facilities, equipment, and the servicing of aircrafts.
- Required to work evenings, weekends, holidays, and overtime as directed.

Direction Received

Public Works Labourer

- Carries out the duties and responsibilities of the position under the direction and supervision of the Transportation Superintendent, Working Foreman, Leadhand, or designate.

Seasonal Airport Attendant

- Reports to the Airport supervisor and acts in accordance with corporate policies, and the applicable acts and regulations of Transport Canada.

Direction of Others

- N/A

Revenue, Asset and Expenditure Scope

- N/A

General Responsibilities

Public Works Labourer

- Grass cutting, tree trimming, garbage collection, clean-up of boulevards and ditches.
- Maintenance and repair of roadways, storm sewer systems, water distribution, and sewage collection systems.
- Operates equipment, including but not limited to backhoe, grader, tandem truck.
- Minor decision-making which requires some degree of independent judgement.
- Performs other duties as assigned.

Seasonal Airport Attendant

- Maintains airport facilities and equipment.
- Reports all hazards, system failures, break-downs, and customer complaints.
- Completes daily records and advises senior on-shift attendant of errors.
- Services aircrafts and assists the traveling public and airport tenants.
- Supports audits and safety-related investigations as necessary.
- Complies with all safety requirements and operating procedures of the Airport SMM, the associated SMS policy, and any other relevant policy or regulatory directives.
- Performs other duties as assigned.

Education and Qualifications

- Grade 12 Diploma or equivalent.
- Class DZ Ontario Driver's Licence.

Knowledge, Ability & Skill

- Effective communicator with strong interpersonal skills.
- Experience interacting with and providing service to the public.
- Demonstrates a willingness to learn and the ability to adapt and take initiative.

Effort

Public Works Labourer

- Requires concentration for moderate periods of time with regular interruptions.
- Regular physical demands in brief intervals while lifting or moving equipment or parts.

- Muscular strain is required on a daily basis for short to moderate periods of time when standing, walking, kneeling, or lifting, to perform maintenance and repairs.

Seasonal Airport Attendant

- Sensory and muscular exertion for prolonged periods of time while operating mobile equipment.
- Muscular strain on a daily basis for short to moderate periods of time when standing, walking, kneeling, or lifting to perform equipment repairs and grounds maintenance.
- Occasional muscular exertion during aircraft refueling operations and while lifting and carrying materials weighing 50 pounds for distances of up to 100 feet.

Working Conditions

Public Works Labourer

- Regular exposure to work related hazards.
- The majority of the workday is spent outdoors.
- Regular exposure to disagreeable outdoor elements.
- Works a 40-hour workweek between Monday to Friday.
- Works from 7:30 - 11:30 AM and from 12 noon - 4:00 PM.
- May be required to work overtime, up to 20% of normal working hours.

Seasonal Airport Attendant

- Approximately 50% of a typical workday is spent indoors in shared office surroundings and open shop areas.
- Approximately 50% of a typical workday is spent outdoors performing equipment operations, field maintenance, and aircraft refueling.
- Aircraft operations regularly expose the incumbent to a variety of risks and hazards for short to moderate intervals of time. These include moving propellers, combustible substances, and the risk of falling from heights of up to 10 feet.
- Required to work weekends and evenings on an as-needed basis, which will be incorporated as part of the regular 40-hour workweek as Public Works Labourer.
- Continuous outdoor exposure to disagreeable climatic conditions for prolonged periods of time, with frequent exposure to noise and fumes from aircraft and mobile equipment.

Conditions of Employment

- The incumbent is required to obtain the following:
 - Restricted Radio Telephone Operators License
 - Airport Vehicle Operators Permit
 - First Aid/CPR
- The incumbent is required to undertake training in the following areas:
 - MDO Program

- Emergency Response
- Assisting the Disabled
- Aviation Fuel Handling
- Occupational Health & Safety
- Transportation of Dangerous Goods
- Safety Management System training