IDENTIFICATION

Department	Position Title	
Infrastructure	Airfield Maintenance Specialist	
Position Number	**Community**	**Division/Region**
33-7736	Norman Wells	Airports/Sahtu

PURPOSE OF THE POSITION

The Airfield Maintenance Specialist maintains all airport surfaces, including runways, taxiways, aprons, and roadways. The duties of the Airfield Maintenance Specialist include winter snow removal, runway surface condition reporting, roadway and drainage ditch grading, asphalt crack sealing, line painting, and jet sealing.

SCOPE

The Government of Northwest Territories (GNWT) owns and operates all airports in the Northwest Territories. The Airports Division has the responsibility to ensure that airports facilities are in place to meet the demand of the air industry, and that those airports are operated according to federal regulations and standards.

This position is located at the Norman Wells Airport and reports to the Supervisor, Surface Structures. The Airfield Maintenance Specialist (AMS) is responsible for implementing a planned maintenance services repair program for all airport surfaces and drainage systems. The AMS contributes to the safe and reliable operation of the Norman Wells Airport and the safe passage of the traveling public by maintaining the airport surfaces in operating condition. This includes clearing and maintaining runways, taxiways, aprons and roads, drainage systems and security fencing.

The Airfield Maintenance Specialist communicates on VHF radios with FSS observer / communicators while performing airfield maintenance duties to ensure that clearing and maintenance continue with minimum interruption of air traffic.

RESPONSIBILITIES

1. **Maintains and improves the condition of the airport surfaces, including runways, taxiways, aprons, roadways, drainage systems, and security fencing in compliance with standards of Transport Canada to ensure the safe and reliable operation of the airport and the safe passage of the travelling public. The Airfield Maintenance Specialist follows the Airport Winter Maintenance Plan and the Airfield Maintenance Training Program.**

   Winter Maintenance:
   - Removes snow, water, ice and other impediments from the apron, taxiways, runways, public access roads, parking areas, meteorological and telecommunications sites, and other airfield/airport surfaces.
   - Applies ice control chemicals as directed by the Supervisor.
   - Provides Canadian Runway Friction Index (CRFI) and initiates Notice to Airmen's (NOTAMs).
   - Operates specialized heavy equipment including industrial snow blowers, snow plows, sweeper, graders, gravel trucks, loaders, back hoes, crawlers, trenchers, tractors, mowers and rollers.
   - Maintains an adequate supply of materials, parts, and equipment as directed by the Supervisor.
   - Reports on Runway Surface Condition and Foreign Object Damage.

   Summer Maintenance:
   - Reports on Runway Surface Conditions and Foreign Object Damage.
   - Installs, maintains and repairs fencing and signage.
   - Installs, maintains, and repairs storm drainage systems.
   - Identifies unsafe airport surfaces requiring maintenance.
   - Maintains all paved aircraft movement surfaces and roadways by applying crack sealing and jet sealants.
   - Paints all airside runways, taxiways, ramp areas and road surfaces with center lines, hold pattern lines and numbers.
   - Performs bird and mammal control to prevent damage to aircraft.
   - Provides surface maintenance and vegetation control.
   - Performs landscaping, determining grades, slopes, seeding, turf maintenance, drainage and ditches.
   - Advises the Supervisor of materials required for pavement maintenance.
   - Identifies repairs to winter heavy equipment to be scheduled for summer maintenance.

2. **Provides a preventive maintenance program.**
   - Checks mobile equipment prior to use.
   - Records and reports equipment, facility and system deficiencies.
   - Maintains all required records.

- Performs minor repairs and/or assists the Airport Mechanic to perform major repair services to heavy equipment (oiling and greasing).
- Monitors mobile equipment performance during operations and maintains equipment operations records.
- Keeps the airports in a safe state and clean appearance
- Provides airport and airfield maintenance assistance at remote sites, as and when required.

3. **Assists in the general maintenance program by:**
   - Assists mechanic in servicing and replacing of parts on heavy equipment assists with installing airfield lighting systems and replaces airfield lighting system lamps, fixtures, windsocks and markers.
   - Assists other trades and staff members, such as fire fighters, electrician, carpenter, millwright, as and when required.
   - Assists with airport security measures during emergencies monitors' airside security.

4. **Will be required to assist in Airside Vehicle Operating Permits (AVOP) and other training at community airports.**

5. **Other duties will be assigned on an as and when required basis.**

WORKING CONDITIONS

Physical Demands

Incumbent is exposed, on a daily basis for 1 to 4 hours, to physical demands including lifting, pushing, pulling, climbing, bending and working in awkward positions. This is required in the following activities:

- Shoveling snow, clearing around lights, signs, gates, obstructions, etc.
- Digging ditches and trenches.
- Lifting and dumping ice control chemicals into trucks.
- Re-bristling runway sweepers.
- Hooking up runway sweepers to trucks.
- Filling, carrying and stacking sand bags.
- Brush cutting and rock picking.

Environmental Conditions

Working outdoors is required, on a daily basis in the winter for 1 hour, in extreme low temperatures for prolonged periods of time.

Incumbent is exposed to noise, dust, chemicals, fumes, solvents and paints on a daily basis for one hour at a time. Incumbent wears protective shoes and clothing, aprons, coveralls, face shields, masks, breathing devices, gloves, etc. on a weekly basis for 1 hour at a time.

Hazards are frequently encountered when performing duties on congested ramps with large and small aircraft and other airside vehicles, in addition to airline personnel and the traveling public.

Sensory Demands

Work must often be carried out under adverse conditions. In extreme weather conditions, such as a snowstorm, the Airfield Maintenance Specialist is required to drive heavy equipment, with snow blowing onto the windshield, causing zero visibility on a weekly basis for 1 to 4 hours. On a daily basis for periods of 1 to 4 hours the incumbent surrounded by loud noise from equipment and aircraft must listen attentively for two-way radio communications from flight service specialists and air traffic controllers, while constantly monitoring the airfield for hazards.

Mental Demands

The incumbent is working for 1 to 4 hours daily in isolation under adverse weather conditions and is required to make instant decisions regarding the most effective response to ice and snow conditions on runways, taxiways and roadways. These decisions directly affect the safety of arriving and departing aircraft.

KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of airport operations and procedures for maintenance of airport facilities, such as snow and ice control.
- Knowledge of runway conditions under all types of weather, such as snow, ice, rain, freezing rain, and frost.
- Skills in the operation of the electronic recording decelerometer in order to report on the CRFI to flight service specialists.
- Knowledge of handling and applying hot tar as required.
- Incumbent requires training in bird and wildlife control techniques.
- Incumbent must be familiar with the Airport Maintenance Management System to record time and material expended on various tasks.
- Organizational and administrative skills.
- Skilled and proficient in the operation and maintenance of heavy equipment.
- Ability to prioritize work and to work independently.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.

Typically, the above qualifications would be attained by:

Three (3) years directly related experience as an equipment operator in a maintenance program (i.e. municipal, highway, airport, etc.) which would include experience operating loader, grader, skid steer, and plow truck.

The incumbent must also possess a class three (3) driver's license with Air Brake Endorsement.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

Position Security (check one)

- ☒ No criminal records check required
- ☐ Position of Trust – criminal records check required
- ☐ Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applicable)

- ☐ French required (must identify required level below)

  Level required for this Designated Position is:

  ORAL EXPRESSION AND COMPREHENSION

  Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

  READING COMPREHENSION:

  Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

  WRITING SKILLS:

  Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
- ☐ French preferred

Indigenous language: Select language

- ☐ Required
- ☐ Preferred