



IDENTIFICATION

Department	Position Title	
Infrastructure	Supervisor, Surface Structures	
Position Number	Community	Division/Region
33-7783	Yellowknife	North Slave

PURPOSE OF THE POSITION

The Supervisor, Surface Structures leads a team in the maintenance and upkeep of all airport air and ground sites to ensure the safety of all passengers, lease holders and other staff.

SCOPE

The Yellowknife Airport is the NWT gateway airport and handles in excess of 500,000 passengers and 58,000 flights annually. Inadequate maintenance of runways, taxiways, and aprons during extreme conditions has the propensity to cause personal injury and/or death, loss of permits and millions of dollars in damages.

This position, located at Yellowknife airport, reports to the Manager, Operations & Maintenance and is responsible for:

- Planning, organizing and supervising the operational and structural repairs and maintenance of runways, taxiways, aprons, storm drainage systems, parking areas and ramps;
- Snow removal and ice control, and maintaining airfield and landscape grounds, signs and fencing;
- Supervising indeterminate and casual Airfield Maintenance Specialists and ensuring their qualifications align with industry and Government of the Northwest Territories (GNWT), standards;
- Coordinating and assisting with the maintenance of a surface maintenance equipment fleet;
- Ensuring the timely repair, maintenance and accessibility of the surface structures of the Yellowknife Airport;
- Managing an Operation and Maintenance (O&M), budget of \$500,000 for annual maintenance of Yellowknife Airport Surfaces.



RESPONSIBILITIES

1. Plan, organize and supervise the operational and structural repairs and maintenance of all Yellowknife Airport surfaces by:

- Determining requirements and preparing program approval documents for capital projects associated with the department.
- Assisting with determining short and long term maintenance projects.
- Analyzing project data and estimating resource requirements for personnel, materials, parts and equipment.
- Assisting with tender documents, initiating contracts and supervising contractors' work to ensure projects are completed to the highest standards and on time.
- Conducting field testing of new or modified equipment and procedures.
- Tracking use of consumables such as runway sand, runway chemicals, and sweeper bristles through the use of a Computerized Maintenance Management System (CMMS).
- Developing requisitions for materials, parts and supplies.
- Evaluating and recommending, where cost-effective, the contracting out of repair and maintenance functions.
- Establishing maintenance priorities and delegating staff, equipment and materials to ensure all areas are attended to in a timely manner.
- Developing work orders for cost recoveries for work done, under Memorandum of Understanding (MOU's) or managerial direction, for non-government agencies.

2. Ensure all Yellowknife airport surfaces fulfill the objectives of maximum serviceability, safety, and compliance with policies and regulations by:

- Developing a minimum of 6 Runway Service Condition Reports a day to be shared with managers and airlines.
- Developing work plans, and repair and maintenance projects.
- Identifying and repairing cracked paved aircraft movement areas as well other areas needing to be resurfaced.
- Developing roads for access to tenants' lots.
- Determining and establishing chemicals for deicing runways and road surfaces.
- Analyzing weather conditions and recommending runway availability.
- Maintaining runway and ensuring airport road surface is painted and properly marked.
- Installing and maintaining fencing, and signage.
- Conducting daily inspections on all airport surfaces.
- Performing ongoing audits to ensure full compliance with all relevant regulations.



3. Supervise Airfield Maintenance Specialists by:

- Coordinating all classroom and field certification training programs, for airports and highways equipment operators to become certified Airfield Maintenance Specialists and Highway Maintenance Specialists;
- Assigning daily tasks according to level of priority, and ensuring timely completion of work.
- Developing and implementing training plans, employee performance reviews, work schedules, leave schedules, etc. in accordance with the collective agreement.
- Investigating accidents involving personnel and equipment, inspecting work areas, and developing reports.
- Assisting with problem resolution and recommending disciplinary actions as required.
- Ensuring the implementation of training programs and documenting the completion of specialized courses for maintenance staff.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

The incumbent is exposed to loud noise and fumes at the airport and will wear personal protective equipment when working in the sand shed, and with machinery and equipment.

Sensory Demands

The incumbent is required to use two or more senses in the course of the work period paying particular attention to changing weather conditions. Concentrated sensory demands are required to sense and respond to things like wind, temperature, precipitation, and terrain and to identify potential hazards in the airport's physical environment.

Mental Demands

No unusual demands.



KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of operation and maintenance of heavy equipment.
- Knowledge of airfield maintenance and ground maintenance.
- Oral and written communication skills
- Ability to provide instruction and coaching to personnel.
- Ability and physical strength to perform prolonged work under adverse conditions.
- Knowledge of deicing and road maintenance chemicals.
- Ability to supervise, evaluate and motivate staff.
- Ability to prioritize work and work independently.
- Administrative and organization skills.
- Ability to multi-task and respond quickly to multiple demands.
- Estimating and financial skills to develop and control budgets.
- Knowledge of Safe work practices.
- Knowledge of WSCC rules and regulations.

Typically, the above qualifications would be attained by:

A high school diploma with 3 years of relevant experience (all aspects of airfield and ground maintenance), including 1 year of supervisory experience.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

- Airfield Maintenance Specialist Certification Program.
- Class 1 Drivers' License with Airbrakes Endorsement.
- Transport Canada security clearance through a Criminal Records Check (RAIC)
- Restricted Radio Operators' License.
- Propane Refueling Certification.
- WHMIS Certification
- First Aid and CPR Certification.
- Air side Vehicle Operators Permit.
- Training in airport safety and security.

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