

# The District Municipality of Muskoka is currently recruiting for an Airport Services Representative



## An Overview of the Position

As the Airport Services Representative, you will join our team at the Muskoka Airport and assist in the provision of customer service and aircraft servicing. This will include aircraft fueling and the operation of heavy equipment. This role is also responsible for providing financial data input and verification, reception and administrative support, managing other airport information, and assisting in the operation of the Airport in accordance with Federal Regulations, Airport Operation Procedures, and other applicable policies.

## What We are Looking For

You will bring to the District the following skills and attributes:

- Minimum Grade 12 education with 2 years related experience.
- Ability to undertake aircraft servicing tasks and operate heavy equipment.
- Strong interpersonal and communication skills with a proven ability to work independently or in a team.
- Demonstrated organizational, administrative and customer service skills as well as the ability to handle a number of ongoing tasks at one time.

You must hold a valid Ontario driver's license and be capable of obtaining the following:

- An Aeronautical Restricted Radio Operator Certificate (in accordance with Industry Canada).
- A Transportation of Dangerous Goods Certificate in accordance the Transportation of Dangerous Goods Act and Regulations;
- An Aircraft Fuel Handling Training Certificate in accordance with Imperial Oil standards

This role does require weekend shifts and some irregular hours.

## The Opportunity

- Perform aircraft servicing, including aircraft fueling, operation of ground power units, marshaling, and towing aircraft, as required.
- Perform airfield maintenance, including snow removal, runway de-icing, lawn care, and garden maintenance, as required.
- Responsible for administrative and financial functions including the creation and maintenance of airport records (financial records, hard copy files, mail, electronic files and databases).
- Assist with the collection, research and consolidation of information regarding the airport operation and any required plans or protocols.
- Maintain airside safety and security, including control of aircraft ramp access and activities, radio monitoring and usage, wildlife control using pyrotechnics, runway inspections, and runway surface condition reporting as per Transport Canada Standards, as required.
- Perform customer service duties (accepting and processing payments, arranging catering and other services).
- Provide reception at the airport including greeting and responding to public inquiries in person or on the telephone and responding to customer concerns and complaints.
- Ensure quality and inventory control of the aviation fuel supply and delivery equipment, as required.
- Undertake standby duties on a backup basis.

## How to Apply

Please visit our website's Career Opportunities page for a **full job description and requirements for this job**.

<http://www.muskoka.on.ca/en/district-government/Career-Opportunities.aspx>

If you possess the required skills and attributes and have the desire to make a difference in a rural, thriving community, review the "How to Apply" procedures and send your resume to us.

**CLOSING DATE: Wednesday, February 10, 2016 @ 12:00 NOON**

