



**WEST CAPITAL DEVELOPMENTS/CARP AIRPORT HAS THE FOLLOWING JOB
OPENING:**

AIRPORT OPERATIONS SPECIALIST - AOS

LOCATION: CARP AIRPORT

DATE: June 25, 2024

POSITION OVERVIEW:

The AOS is responsible for the overall maintenance and servicing of all airfield facilities - grass cutting, snow removal, wildlife control, airport security, aircraft refueling, aviation fuel quality control, responding to emergency situations, and other duties as required.

REPORTING RELATIONSHIP:

- Directly reports to the Airport Manager and occasionally to the West Capital Developments Project Manager.

Duties and Responsibilities:

General activities and functions include but are not limited to:

- Under the direction of the Airport Manager, maintain and service airfield facilities.
- Conduct daily inspections of AVGAS and Jet A fuels.
- Maintain, track, and record daily inventory of fuels.
- Conduct daily Aircraft Movement Surface Condition Reports (AMSCR).
- Conduct Wildlife Control measures.
- Seasonal grass cutting and snow removal services.
- Conduct Airside Security patrols and maintain Airport Security Regulations.
- Inspect and remove foreign object debris (FOD) from all aircraft maneuvering areas.
- Must comply with all Airport policies procedures including Health and Safety policies, procedures, and legislated requirements and wear designated safety equipment and personal protective equipment.
- Other duties as required as assigned by the Airport Manager.

Abilities and Qualifications:

- Mechanical aptitude and experience an asset.

- B836-14 Basic Understanding of Aviation Fuel Handling Certificate, or ability to acquire.
- Standard First Aid, WHMIS, and Transportation of Dangerous Goods, certification or ability to acquire.
- Provincial Firearms license - possession and acquisition license (PAL) for bird/wildlife control purposes, or ability to acquire.
- Be proficient in the use heavy equipment pay loader, forklift, fuel truck, backhoe & grader.
- Must have the physical ability to perform duties as assigned and the ability to work under stress.
- Valid driver's license (Class D Preferable) with ability to obtain Z airbrake endorsement.
- Able to lift 25 Kgs (50 lbs) floor to waist.
- Basic computer skills.

Certificates and Licenses:

- Must have a valid class "G" license or higher.
- Must have a Restricted Radio Operators Certificate – Aeronautical (ROC-A) or ability to acquire. Training is provided.
- Must have Standard First Aid Certificate – or ability to acquire.

Working Conditions and Requirements:

- Criminal record check will be conducted upon hiring.
- Annual Drivers License validity check.
- Flexibility to work extended hours or weekends as required.
- Must be available to be on call within one (1) hour of being called in.
- Safely operate all airport vehicles and equipment in all weather conditions.
- Perform daily fuel quality control checks and refuel aircraft and helicopters.
- Grass cutting and Snow Removal Services.
- Conduct Airport Wildlife Control Requirements.
- Adhere and promote Safety Management Systems (SMS).
- Adhere to Transport Canada Canadian Aviation Regulations (CARs).
- Adhere and Enforce Airport Security Regulations.
- First responder to aircraft incidents and accidents.
- Report all health and safety issues to the Airport Manager.
- Perform all other duties as may be assigned.

Hours of Work:

Monday through Friday's from 8:00 AM to 4:00 PM.

Compensation: \$27.00/hour.

Location: Carp Airport – 1500 Thomas Argue Road, Carp, Ontario. KOA 1L0

Interested and qualified candidates are invited to e-mail a resume along with a covering letter outlining how your experience supports our position requirements to: manager@carpairport.ca, attention Airport Manager. In the subject line, quote “Airport Operation Specialist”

We thank all applicants for their interest. However, only applicants selected for an interview will be contacted.

West Capital Developments/Carp Airport is an equal opportunity employer.

***Airport Manager, Pat Fagnano, West Capital Developments,
Carp Airport, 1500 Thomas Argue Road, Carp Ontario, KOA 1L0***

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