

Job Class Profile: Airstrip Operator**Pay Level: CG-21 Point Band: 340-363**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	1	2	4	3	2	2	3	1	4	
Points	47	33	25	14	60	43	62	21	43	348

JOB SUMMARY

The Airstrip Operator is responsible for operating and maintaining an airstrip, airport buildings and property.

Key and Periodic Activities

- Inspects and maintains airstrip surface and navigational aids.
- Maintains building(s) and equipment. Performs minor repairs.
- Operates tools and equipment for maintenance and repair of airstrip surfaces.
- Cleans facilities and equipment.
- Performs daily airstrip condition checks and completes checklist form.
- Performs snow and ice control on runway, taxiway and parking lot.
- Attends landings and takeoffs of aircraft.
- Orders supplies and materials for annual operation of airstrip.
- Advises the supervisor of any conditions that may adversely affect the operation of aircrafts.

SKILL**Knowledge****General and Specific Knowledge:**

- Snow and ice removal.
- Airstrip and equipment maintenance.
- Policies and Procedures.
- Safe Work Practices.
- Wildlife Management.
- Emergency Response Plans.

Formal Education and/or Certification(s):

- Minimum: High School Diploma. Possession of appropriate driver's license as issued by the Province of Newfoundland and Labrador.

Years of Experience:

- Minimum: 1 to 2 years experience in the operation of an airstrip

Competencies:

- Ability to operate and maintain equipment such as a snow blower or loader.
- Ability to assess airstrip surface condition.
- Ability to work independently.

Interpersonal Skills

- Interpersonal/communication skills used by employees include listening to information from pilots on runway conditions and providing routine information and direction to others.
- Most significant contacts are with pilots to determine airstrip or weather conditions; mechanics to assist with repairing airstrip equipment; or with the dispatch office to obtain airstrip condition reports.

EFFORT**Physical Effort**

- The demands of the job occasionally results in considerable fatigue, requiring periods of rest.
- Lifting or moving objects over 50 lbs. is an occasional requirement. Examples include shovelling snow, carrying cases of motor oil and buckets of oil, lifting large batteries, installing cutting edges on equipment, installing chains on loader tires, loading and offloading freight, etc.
- Standing, walking and driving are required on a regular basis in the performance of daily activities.
- Manual or physical activities include the regular use of machinery or equipment that requires very controlled movement and operating heavy equipment. Occasionally uses hand tools that require accurate control and steadiness.

Concentration

- **Visual** concentration or alertness when operating equipment such as a loader or snow blower around runway lighting to ensure that it does not get damaged is a constant requirement.
- **Auditory** concentration or strain includes listening to the radio headset for approaching aircraft when working with equipment running or when planes are flying.
- **Alertness and concentration** requiring **higher than normal levels of attentiveness or alertness** for the health and safety of others is required when clearing the runway of snow and ice to ensure that it is safe for a plane to land or when there are passengers or employees around aircraft and equipment.
- **Time pressures and deadlines** are experienced occasionally when required to clear a runway of snow and ice for a flight to arrive on schedule.

Complexity

- Work involves performing airstrip maintenance work which includes activities that are similar/related in terms of the knowledge used and where the tasks are usually well defined.
- A typical problem is snow and ice on the runway during the winter months.
- Reference material to assist in addressing problems, challenges and issues include Transport Canada Maintenance Manual, Runway Lights Maintenance Manual, Equipment Manuals (loader and snow blower) and advice from supervisor/manager.

RESPONSIBILITY

Accountability and Decision-Making
<ul style="list-style-type: none"> — Employees in this class work independently under the general direction of a supervisor. — Discretion and independence of action is exercised when determining when to start snow clearing and ice control procedures.
Impact
<ul style="list-style-type: none"> — Work results can have a positive impact within the immediate work area, department, and on customers/clients/general public as well as on equipment, facilities, finances and health and safety when the runway is safe for landing and the airport facilities are clean. — Mistakes or errors such as snow and/or ice is left on the runway causing an accident would have a negative impact on the department, organization, and on customers/clients/general public as well as on resources such as equipment, finances, human resources, health and safety and on the corporate image. — Errors are typically identified and resolved within hours of problem identification. Conditions which may adversely affect the operation of an aircraft are reported to the Supervisor immediately upon identification.
Development and Leadership of Others
<ul style="list-style-type: none"> — Not responsible for the supervision of staff or providing development and leadership to others.

WORKING CONDITIONS

Environmental Working Conditions
<ul style="list-style-type: none"> — There is a requirement to wear safety equipment such as a hard hat, safety boots and reflective vest. Rubber gloves may be required if working with chemicals or other products and a safety harness is required when working on top of the building to replace lights or to do repairs on the rotating beacon. — The likelihood of injury or illness resulting from hazards in the job is limited. — Regularly exposed to vibration when working with equipment, hazardous cleaning chemicals, wet or slippery surfaces, working in isolated locations and temperature extremes. There is occasional exposure to adverse working conditions such as unusual/distracting noise from equipment and aircraft, dirt, dust, filth or garbage, glare, fumes from equipment, limited lighting when working outside at night, fire when welding, sharp objects, heavy machinery and adverse weather conditions when clearing snow and ice.