

## Airfield Operator Level 1/Ramp

**Closing Date:** April 19, 2018 or when suitable applicant is found.

Executive Flight Centre (EFC) has been setting standards in aviation fuel and service for over forty years. Headquartered in Calgary, with operations in both Alberta and British Columbia, EFC offers a diverse range of aviation services to meet the needs of airport users. EFC also offers additional expertise and services to customers throughout Western Canada in the areas of Airport / Aerodrome Services and Aviation Real Estate Development. Our vision is to provide an excellent quality of service to all customers in the Aviation Industry by focusing on Safety, Quality, Consistency and Customer Service.

Our Primrose Aerodrome location is seeking an experienced Airfield Operator to support our diverse operations. This position is a rotational camp position with a four (4) day on and three (3) day off schedule. Flights and accommodations are provided.

### **Main Functions:**

The Airfield Operator Level 1 performs all equipment operations including ground handling, airfield maintenance, and de-icing. The Airfield Operator Level 1 reports to the Aerodrome Lead.

### **Responsibilities:**

- Performs Aerodrome equipment operations according to EFC and CNRL operating and safety standards and policies, including:
  - Ensure all aspects of the airfield are properly maintained in all weather conditions and all equipment and facilities are in good working order;
  - Aircraft de-icing, movement, placement, and storage;
  - Operate and maintain light equipment (i.e. skid steer, tractor, sweeper, etc.);
  - Field maintenance for snow removal, wildlife, and grass cutting, etc.;
  - Ramp services and operation of various types of ground service equipment;
  - Groom aircraft, including lavatory and portable water;
  - Perform runway friction tests and runway inspections;
  - Troubleshoot issues within the airfield and ground handling processes; and
  - Report maintenance concerns (i.e. lighting, fencing, drainage, etc.) to Aerodrome Lead/Supervisor.
- Ensure all legislative, industry and customer standards are adhered to including Transport Canada, Occupational Health and Safety and CNRL's safety and site regulations.
- Follow standard operating procedures per EFC operating manuals, setting the highest standard of performance.
- Make sure all customer complaints are addressed and handled professionally, leaving the customer with a positive resolution.
- Perform Wildlife Officer duties at the Aerodrome.
- Provide services after hours on an on-call/as-needed basis.
- General support activities related to Aerodrome Operations.
- Maintain a tidy and orderly work area, exhibiting pride in work performance and contributing to a healthy and safe work environment.
- Ensure exceptional, courteous and respectful customer service through compliance and participation in the EFC's Step Up to Customer Service Program.
- Comply with and participate in EFC's Health & Safety and Quality programs and initiatives.
- Perform any other duties as required.

### **Qualifications and Experience:**

- Minimum of one year experience operating light equipment (i.e. wheeled loader, skid steer, plow truck, sweeper, etc.).
- Minimum of six (6) months ramp experience.
- Must meet all requirements and training for Airfield Operator level 1 and Ramp Agent position and show demonstrated proficiency in all areas.
- Valid class 5 driver's license and clean Driver's Abstract. No restrictions permitted.
- Able to meet all required pre-employment and site access screening including, but not limited to; Construction Safety Training System (CSTS), Site Safety Orientation and Drug & Alcohol test.
- EFC and CNRL required theoretical and practical training (i.e. WHIMS, AVOP, etc.).
- EFC on the job training for Aerodrome and Equipment Operations policies, procedures and practices.
- Knowledge of Microsoft Office, Excel and Word.
- Able to effectively communicate both verbally and in writing.
- Able to deal with people sensitively, tactfully, diplomatically, and professionally at all times.
- Highly motivated and able to work with minimal supervision in a fast-paced environment.
- Able to multi-task and establish priorities in a dynamic and changing environment.
- A strong work ethic and positive team attitude.
- Able to work in inclement weather conditions, overtime and extended shifts.
- Able to lift or move up to 60 lbs.
- Professional, punctual, and diligent.
- Basic mathematics, trouble shooting skills and excellent attention to detail.
- Able to work collaboratively as a productive member of the EFC Team.

Executive Flight Centre offers competitive compensation and a comprehensive benefits package, an incredible work environment, and career advancement opportunities. Please visit our website at <http://www.efcaviation.ca/> for a complete description of our company and to view other career opportunities.

To apply for this position, please send your resume and cover letter to [careers4u@efcaviation.ca](mailto:careers4u@efcaviation.ca) indicating the position title and location you are applying for in your subject line.

*We thank all applicants for their interest in Executive Flight Centre; however, only candidates selected for interviews will be contacted.*