

## **Airfield Operator Level 1 / Ramp Agent; Full-Time Rotational (Primrose)**

**Closing Date:** December 8, 2021, or when suitable candidate 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 Alberta, British Columbia and Saskatchewan EFC offers a diverse range of aviation services to meet the needs of airport users. 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 Level 1 to support our diverse operations. This is a full-time position starting on December 28, 2021. This position requires working a rotation of two (2) weeks on and two (2) weeks off, 80 hours per week. Flights and accommodations are provided.

### **Main Functions:**

Reporting to the Aerodrome Leads, the Airfield Operator Level 1 performs all equipment operations including airfield maintenance, aircraft ground handling and aircraft deicing.

### **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;
- Operate and maintain heavy equipment (e.g. skid steer, tractor, loader, etc.);
- Airfield maintenance for snow removal, wildlife control, and vegetation control, etc.;
- Perform runway inspections;
- Aircraft marshalling, unloading/loading and de/anti-icing,
- Ramp services and operation of various types of ground service equipment; and
- Report maintenance concerns (e.g. 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.
- Provide services after hours on an on-call/as-needed basis.
- 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.
- Comply with and participate in the Company's Health & Safety and Quality programs and initiatives.
- Perform any other duties as required.

### **Qualifications and Experience:**

- Minimum of one-year experience operating heavy equipment (e.g. wheeled loader, skid steer, plow truck, sweeper, etc.).
- Minimum of six (6) months ramp experience is an asset.
- Must be able to meet all requirements and training for Airfield Operator level 1 position and show demonstrated proficiency in all areas.

- Valid class 5 driver's license and clean Driver's Abstract. Preference is given to those with Class 3 license with Air Brake endorsement.
- Able to meet all required pre-employment and site access screening including, but not limited to, Common Safety Orientation (CSO) course, Site Orientation, and Pre-Employment Drug & Alcohol test.
- EFC and CNRL required theoretical and practical training (e.g. 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 always.
- 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.

**What EFC can offer:**

- Competitive compensation
- Extended Health and Dental Benefits for Full Time Employees with minimal premiums.
- Paid Sick/Personal Days
- Vacation pay
- Group Retirement Plan including Deferred Profit-Sharing Plan (DPSP) and a Group RRSP for Full Time Employees.
- A discretionary bonus program based on over all company performance.
- An incredible work environment focused on hard work, fun and celebrating our successes.
- Career advancement opportunities in a variety of industries through the EFC Group of companies which include Aviation, Cargo, Operations, Construction, Facility Maintenance, Leasing, Administration, Heavy Duty Mechanic, Sales, Accounting, Human Resources, Safety, Training.

Please visit our web site at <http://www.efcaviation.ca/> for a complete description of our company and to view other career opportunities and to apply for this role.

Please include your resume and cover letter in one document when applying for this position.

EFC is committed to creating and sustaining an inclusive and diverse work environment, while upholding the principles of employment equity. Your participation in this important process is greatly appreciated. We encourage applicants to self-identify as a member of one or more of the employment equity designated groups – Women, Aboriginal peoples, Persons with Disabilities and/or Members of Visible Minorities. The information collected will be used solely to carry out our obligations under the federal Employment Equity Act.

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