



### **Airport Operations Support – Term Contract Position**

Target Start Date: April 15, 2024  
Target End Date: October 15, 2024  
Number of Positions: Two (2)

The successful candidate will possess strong interpersonal and communication skills with the ability to work in a team environment and have a flexible schedule.

#### **Job Requirements:**

- Must be safety conscious and familiar with safe work practices
- Must have flexible schedule and ability to work expected overtime as required
- Will be expected to work alone, as well as with others
- Must possess a valid Province of Alberta Class 5 Drivers Licence (or equivalent provincial/territorial licence)
- Must demonstrate commitment to valuing diversity and contributing to an inclusive working and learning environment
- Safety equipment will be provided

#### **Job Description:**

- Assist, research, and undertake operational requirements
- Attend to operational customer service initiatives
- Support for the renewal and development of airport operations and procedures to better serve community services and needs with excellent transportation options
- Assisting with general construction site escort requirements
- Light equipment operation (lawn mower, ATV, company vehicles, etc.)
- Grounds maintenance and general landscaping
- Assist the Director, Airport Operations and/or designate with operational projects as they arise
- Other duties as may be assigned from time to time

#### **Conclusion:**

This job description describes the major duties of this position but does not preclude other duties being assigned as organizational priorities demand.

Pay Rate: \$20.00/hour

How to Apply: Interested individuals should apply in confidence by end of day, April 3, 2024 to:

Email: [d.hein@flyreddeer.com](mailto:d.hein@flyreddeer.com)

Mail: 3801 Airport Drive, Springbrook, AB T4S 2E8