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Job Specification

Position Title: AIRPORT SUPERVISOR
Job Code: AMAPCEO - Engin Survey SuppA/UTEN17, 17TEN
Job ID: 20478

Purpose of Position:

To provide, administer and control efficient and effective construction, operation and maintenance functions essential to the MTO Remote Northern Transportation Program. This generally consists of airports and roads at 6 to 9 isolated native communities in Northern Ontario.

Duties/Responsibilities:

Under the general supervision of the Manager, RNTO, the incumbent:

- Organizes and directs the operation, maintenance and construction of airports and roads using local native skilled and unskilled labour for improvements, as well as services required for the maintenance, construction and alterations of all Ministry buildings in the zone of RNTO airports.
- Plans (for assigned zone) and administers the annual maintenance program and capital project required for safe, effective and efficient construction and operation of the airport and road system and provides cost estimates for various yearly budgets.
- Supervises 6 to 9 Airport Foremen/Women in the operation, maintenance and capital improvements to ensure operation and maintenance quality standards and MTO policies and procedures are achieved. Supervises construction superintendents in the construction of new airports and major projects at existing airports. Carries out performance reviews; recommends staff selection; recommends personnel transactions such as promotions, demotions and transfers; responding to grievances and matters relating to disciplining staff; approves time sheets, overtime, time off, vacation, etc., and recommends merit increases and training courses.
- Liaises with Band Chief and Councilors, Transport Canada, hydro and telecommunication officials, internal engineering, administrative and technical as well as the general public and other government agencies/ministries such as government services, OPP, MOE, MNR, etc. on matters related to the various services responsibilities.
- Identifies, coordinate and/or occasionally directs field operations performed by airport electrical shop, locally hired tradesmen and semi-skilled workers, contractors, Band employees and bridge crew to maintain and upgrade MTO infrastructure. Reviews work performed by Band and contractors for acceptance.
- Approves rental of MTO equipment and facilities to others and rental of private equipment by MTO.
- Assist in development of policies and procedures and undertakes special studies on RNTO matters.
- Ensures work is completed by the most feasible and economical means, obtaining where necessary, material and/or services from private sector firms including local native community firms (i.e. building material, etc.) including tender design and full contract administration.
- Spends a considerable amount of time away from headquarters at isolated native communities. Must be prepared to live alone and cook own meals at these sites.

Knowledge:

Work requires a sound knowledge of Federal and Provincial legislation aspects of airports and a good knowledge of related Ministry policies and airport systems. Demonstrated progressively responsible experience in the airport and road construction and maintenance functions. Experience is required at the supervisory level in managing many of the operations of the section and ability to coordinate, review and directed all phases of the services functions within the zone. The ability to coordinate a large number of staff and activities to minimize delays to adhere to established work priorities, to interpret and

administer Ministry policies and regulations related to maintenance services; and to provide sound advice both to subordinates and peers regarding airport operations. Work requires the ability to estimate work project costs and to communicate effectively both orally and in writing with internal and external contracts. Knowledge of native culture to maintain good relationships with Bands.

Judgement:

Work is performed under the general direction of the Manager, Remote Northern Transportation to whom the incumbent has access if unusual problems warrant discussion. Guidelines exist in the form of the Airport Act, Transport Canada regulation, Highway Traffic Act, Revised Statutes of Ontario, municipal by-laws, Ontario Hydro codes and regulations and Ministry regulations and procedural directive. Judgement is required in selection safe working procedures for the subordinates and for the public. Judgement is also required in determining the amount and type of staff, material and equipment required based on nature of the project and priorities established. Judgement is used in determining and implementing and most suitable course of action for subordinates to follow in dealing with emergency situations such as non-operating airfield equipment. Judgement is required in assisting and determining the most practical and economical method of operation using Ministry staff or external private sector services; also in developing an economical method of operation using Ministry staff or external private sector services; also in developing annual and multi-year work plans. While at remote sites, the incumbent is frequently required to make immediate decisions for allocation of resources or interpretation of policy and regulations on his own initiative.

Accountability - Programs:

Accountable for the efficient and effective delivery of airport programs such as airport construction, building construction, pavement upgrade, building rehabilitation, mobilization of equipment and supplies by winter roads or aircraft, etc

Accountability - Personnel:

Directly supervises several Airport Foremen/Women and Construction Superintendent(s) indirectly supervises several Assistant Foreman, skilled and semi-skilled tradesmen, labourers and equipment operator, including all personnel related activities such

Accountability - Finance & Material:

Accountable for developing budget and maintaining appropriate controls. Approves all purchases for materials

Accountability - Impact of Errors:

Poor management practices could result in waste of manpower and financial resources and could also result in delay of work projects. Inferior maintenance of airports could result in accident causing injury or death to the traveling public and damage to aircraft and cargo. Improper work practices could impact on staff or the public and possible legal liability for the Ministry

Contact - Internal:

Regular contact with Regional Financial and Supply Sections to authorize payment of invoices, order materials, authorize overtime and to ensure goods have been delivered to proper sites as scheduled; with Operations Officer and Airport Mechanic Foreman, Regional Design, Engineering, Survey, Geotechnical and Photogrammetry sections to discuss airport projects; discusses movement and repair of equipment; repair and construction of buildings and related facilities.

Contact - External:

With Ontario Hydro to arrange for hydro services; with Bell Canada to discuss telephone services; with local Chief and Band officials and Indian and Northern Affairs to arrange for services, exchange information with the air carriers and Transport Canada to provide information with regard to airport conditions, project planning, etc.; with representatives of private sector firms regarding prices, material and labour for projects; with MOE regarding storage, handling and disposal of waste; with OPP to discuss policing of airport; with MNR to arrange work permits and aggregate permits; with consultants for engineering or other technical services