



## MUNICIPALITY OF NORTHERN BRUCE PENINSULA JOB DESCRIPTION

**POSITION:** Facilities/Airport Attendant (Union)  
**LOCATION:** 73 Warner Bay Road and Tobermory area  
**DEPARTMENT:** Parks and Facilities  
**REPORTS TO:** Facilities Supervisor  
**SUMMARY:** Fulfills the duties as described below  
**PURPOSE:** The Facilities/Airport Attendant will supervise all areas of the airport to ensure the safe conduct and enhanced appearance of Tobermory Airport its associated operations. In addition, this position involves maintenance to various facilities within the Municipality.

**EMPLOYMENT TIMEFRAME:** April 13 to October 31 – Approximate Timeframe

**RATE OF PAY:** Starting at \$27.64 (2026) as per OPSEU Local 266 Collective Agreement

**HOURS OF WORK:** 40 hours per week, variable shifts including evenings, weekends. Required to be on-call, on an “as needed” basis.

### DUTIES:

- Carry out airport operations per the standards and service levels noted in the Tobermory Airport Aerodrome Operations Manual (AOM);
- Inspects airport infrastructure and systems to document conditions and to identify any issues for corrective action;
- Identify infractions and safety issues and advise supervisor immediately;
- Maintains radio communications when required;
- Performs basic building maintenance/repairs including cleaning of the terminal building lounge, washrooms, windows, garbage and recycling removal;
- Monitor and replenish supplies necessary for facility operations, such as cleaning materials, toiletries, and office supplies;

- Performs airport facility and property maintenance including grass cutting, weeding, raking, planting, flower bed maintenance, watering, fertilizing, etc.);
- Operate facility booking software and POS system and reconciles daily sales and monies for airport and submit weekly to the Municipal office;
- Fuel airplanes as required;
- Perform fuel tank dips, order fuel as necessary;
- Greet and welcome guests to the Tobermory Airport;
- Address inquiries and provide information when necessary;
- Maintains logs books and other statistics to record activities;
- Assist with maintenance issues throughout the Municipality when required.
- Provide support during emergency situations.

#### REQUIREMENTS:

- High school diploma or equivalent;
- Familiarity with basic building and property maintenance and equipment operation and maintenance;
- Previous experience in a similar role or related field is preferred;
- Work independently with minimal supervision;
- Ability to perform physical work, including lifting heavy objects and working in various weather conditions;
- Strong communication and customer service skills and the ability to work effectively in a team environment;
- Basic computer, email, telephone skills and ability to learn new software applications and programs;
- Restricted Operator Certificate - Aeronautical (ROC-A) or willingness to obtain;
- Current First AID/CPR/AED or willingness to obtain;
- Valid Class "G" driver's license required.

#### OTHER:

- Attends and participates in staff meetings as required;
- Complies with all policies and procedures of the Municipality;
- Adheres to the regulations of the Occupational Health & Safety Act of Ontario;
- Performs any other tasks as assigned by management from time to time.