Corporation of the Township of Manitouwadge
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manitouwadge.ca

TOWNSHIP OF MANITOUWADGE

Full Time Airport Attendant / Public Works Labourer

CUPE Local 3487

The Township of Manitouwadge is located in the heart of the Boreal Forest with the Canadian Shield as our backdrop. Located in Northern Ontario, halfway between Sault Ste. Marie and Thunder Bay, Manitouwadge is a community that offers year-round outdoor adventure.

The Township of Manitouwadge is currently seeking a permanent full-time Airport Attendant/ Public Works Labourer. This is a unionized position consisting of 40 hours per week, with the potential for overtime, weekends, holidays and after-hours work.

Reporting to the Director of Public Works/Manager of Airport Services, the successful candidate will assist with the operation and maintenance of the Manitouwadge Airport and Township Public Works operations.

The employee will be assigned to Airport and Public Works duties as required based on operational needs, weather, seasonal requirements and airport activity

JOB DESCRIPTION

POSITION: Airport Attendant / Public Works Labourer
DEPARTMENT: Public Works
REPORTS TO: Director of Public Works
SUPERVISION: Director of Public Works / Manager of Airport Services
GROUP: Union CUPE
DATE: November 2026

JOB PURPOSE

The Airport Attendant / Public Works Labourer is a full-time position responsible for assisting with the operation, maintenance and general upkeep of the Manitouwadge Airport and Township infrastructure.

The employee will be assigned to Airport and Public Works duties as required based on operational needs, weather, seasonal requirements and airport activity.

DUTIES AND RESPONSIBILITIES

- Perform daily airport, runway and facility inspections.

- Complete runway condition reports and other required airport records.
- Operate trucks, loaders, tractors, mowers and other equipment.
- Perform snow removal at the airport and on Township roads, sidewalks and properties.
- Fuel aircraft and maintain fuel records.
- Maintain airport grounds, Township properties and public spaces.
- Perform grass cutting, landscaping, drainage and general maintenance.
- Clean and maintain the airport terminal, washrooms and other Township facilities.
- Check and maintain airport lighting, radio, AWOS and other systems as trained.
- Issue NOTAMs and assist with other airport reporting requirements.
- Assist with roads, sidewalks, water, sewer and fire hydrant maintenance.
- Assist with landfill, garbage and recycling operations.
- Perform basic equipment inspections and maintenance.
- Respond to airport and Public Works emergencies and after-hours calls when required.
- Complete timesheets, inspection sheets and other required records.
- Assist other Township departments when required.
- Perform other duties as assigned.

QUALIFICATIONS

- Grade 12 or equivalent.
- Valid Ontario Class G driver's licence and satisfactory driver's abstract.
- Previous Public Works, construction, equipment operation or airport experience is an asset.
- Ability to use basic hand and power tools.
- WHMIS training or ability to obtain.
- Ability to follow safety procedures, Township policies and operating procedures.
- Ability to work independently and as part of a team.
- Good communication skills.
- Ability to respond to emergency and after-hours calls when required.

WORKING CONDITIONS

- Full-time, 40 hours per week.
- Overtime, weekends, holidays and after-hours work may be required.
- Work is performed indoors and outdoors throughout the year.
- May be required to work in extreme weather conditions.
- May be required to work at heights.
- Required to participate in training and maintain required certifications.
- Required to follow all applicable health and safety requirements.

PHYSICAL REQUIREMENTS

- Ability to lift up to 50 lbs and occasionally assist with heavier items.
- Ability to bend, lift, carry, push, pull, climb and stand for extended periods.
- Ability to safely enter and exit trucks and heavy equipment.
- Ability to perform physical work outdoors in all seasons.

SUPERVISION

The position does not normally supervise other employees but may provide direction to seasonal, casual or temporary employees when required.

The Township offers a competitive benefits package with a wage starting at $28.40 per hour as per the current Collective Agreement wage schedule.

Please submit your resume in Word or PDF format via e-mail to:

Tyler Brewster, Director of Public Works pw@manitouwadge.ca

No later then November 20, 2026 at 4:30 PM

We thank all applicants who apply for this position, but only candidates selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act, 2001, S.0. 2001, c. 25 and will only be used for candidate selection.

The Township of Manitouwadge is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection processes, and work environment. We will accommodate the needs of applicants under the **Human Rights Code and Accessibility for Ontarians with Disabilities Act (AODA)** throughout all stages of the recruitment process. Please contact the Clerk's Department at clerk@manitouwadge.ca if you need assistance.