



qathet REGIONAL DISTRICT

TEXADA ISLAND AIRPORT/FACILITIES CARETAKER POSITION (Temporary Part-Time)

The qathet Regional District is seeking a temporary part-time caretaker to be responsible for the duties associated with the operation of the Texada Island Airport as well as the maintenance and scheduling for other regional district recreation properties/facilities, water systems and the cemetery duties on Texada Island. The position fills a temporary six-month medical leave.

Further details of the position responsibilities, duties, qualification and work schedule are provided in the Texada Island Airport/Facilities Caretaker job description.

The 2026 wage rate for the Texada Island Airport/Facilities Caretaker is \$33.47 per hour. The position is subject to CUPE Local 798 Collective Agreement.

Interested applicants should submit a letter of application, a current resume, and three references in confidence to:

Patrick Devereaux, General Manager of Operational Services
qathet Regional District
202-4675 Marine Avenue, Powell River, B.C. V8A 2L2
Email: employment@qathet.ca

All applicants are thanked for their interest, however, please be advised that only those candidates selected for interview will be contacted. Formal testing may be required.

Deadline for applications: Open until filled.

A detailed job description is attached.



Job Description
Texada Island Airport / Facilities Caretaker

Department	Operational Services
Reports To	Parks and Properties Foreman
Job Description Approval Date	2014
Job Description Approved By	Chief Administrative Officer

POSITION SUMMARY:

The position serves public expectations for services in providing obligations required of the qathet Regional District and their Aerodrome Authorization for Part VII Operations as well as supplying caretaking and other relevant duties for parks and properties.

KEY DUTIES AND RESPONSIBILITIES AIRPORT:

1. Perform Texada Island Airport inspections of the airstrip and apron including associated paperwork.
2. Communicate runway conditions to prescribed commercial airline.
3. Make visual inspections for wildlife management.
4. Meet and greet scheduled commercial flights.
5. Inspect windsocks and replace semi-annually or as needed.
6. Collect required parking fees.
7. Carry out scheduled janitorial duties of airport waiting room and washroom.
8. Complete grass mowing in and around airport residence, vehicle parking and tethered airplanes.

KEY DUTIES AND RESPONSIBILITIES PROPERTIES:

1. Perform general grounds maintenance at Regional District properties on Texada Island to maintain high standard of service level.
2. Coordinate reservations, dispatch keys and collect fees for facility rentals.
3. Perform general facilities maintenance which can include but not be limited to janitorial services, plumbing, electrical, water, irrigation and structural repairs.
4. Conduct routine inspections of properties and assets as assigned.
5. Operate a variety of gasoline, diesel and/or electrical equipment, including but not limited to tractor/mower and attachments as well as other landscaping maintenance and construction equipment and power hand tools.
6. Operate and maintain a water system(s) as required by Federal/Provincial Safe Drinking Water Regulations and Standards.
7. Perform casket and cremated remains internments at the Woodland Cemetery; install memorial markers and maintain internment records as directed by supervisor.

GENERAL DUTIES AND RESPONSIBILITIES AIRPORT:

1. Advise supervisor of any incidents that could potentially affect aviation safety.
2. On duty at least five minutes before the arrival of a scheduled commercial flight service to greet incoming air traffic and act in an initial response mode for any emergency that presents itself.
3. On duty at least five minutes after the departure of a scheduled flight to send off outgoing air traffic and act in an initial response mode for any emergency that presents itself.
4. Ensure public access is respected.
5. Marshall visiting aircraft to proper parking zone.

GENERAL DUTIES AND RESPONSIBILITIES PROPERTIES:

1. Report parks and properties safety and maintenance issues to supervisor and participate in corrective action.
2. Complete routine equipment and tool maintenance to keep assets in good working order.

3. Manage records on maintenance and condition of tools, vehicles and equipment as directed by supervisor.
4. Maintain accurate records of all facility rentals and use.
5. Remit revenue and rental agreements to the Regional District office.
6. Manage and track distribution and collection of facility keys.
7. Ensure that facilities are properly closed and secured after each event and in suitable condition for future events.
8. Conduct regular security checks of facilities as directed by supervisor.
9. Order janitorial and facility maintenance supplies through supervisor as required.
10. Coordinate loan of tables and chairs for community functions.
11. Manage Community Hall signboard as per policy.
12. Obtain and record Daily Free Chlorine Readings as directed.
13. Check and record water usage.
14. Promptly report any problems with water system(s) operation to supervisor.
15. Submit water samples to Vancouver Coastal Health as directed by supervisor or Drinking Water Officer.
16. Maintain professional, courteous and positive public relations with the public, contractors and representatives of various organizations.
17. Make suggestions to improve operating and maintenance efficiencies.
18. Utilize safe work practices and comply with health and safety legislation.
19. Relieve other Texada Island positions as assigned.
20. Perform other duties as assigned.

EDUCATION, EXPERIENCE AND TRAINING:

1. Valid Class 5 BC Driver's License.
2. Completion of Grade 12 or equivalent.
3. Minimum five years of relevant work experience such as outdoor laboring, landscaping, facility operation and maintenance.
4. Demonstrated experience and ability operating and maintaining applicable machinery and tools.
5. Experience in dealing professionally, courteously and accurately with the public and other staff members.
6. Small Water System Certification.
7. WHMIS Training.
8. Airside Vehicle Operators Certificate.
9. Radio Operators Certificate.

KNOWLEDGE, ABILITIES AND SKILLS:

1. Excellent interpersonal and communication skills and the ability to deal with people in a professional and courteous manner.
2. Ability to work with minimum supervision.
3. Excellent attention to detail.
4. Sufficient physical strength, stamina and coordination to meet the requirements in all weather conditions.
5. Must own and operate a reliable and licensed vehicle.

SCHEDULE OF WORK:

1. This position is covered by a Collective Agreement with CUPE Local 798.
2. Texada Airport mandatory duties (including but not limited to airstrip and apron inspections, associated paperwork, runway condition communications, collection of

parking fees, waiting room/washroom janitorial services, and commercial flight meet and greet).

3. Airport duties consisting of mowing grass in and around the residence, vehicle parking and tethered airplanes shall be compensated with wages designated for the position through the Collective Agreement.
4. Other duties related to recreation properties/facilities, water system(s) or cemetery duties shall be compensated with wages designated for the position through the Collective Agreement.