



Saskatoon Airport

Computer & Electronic Systems Technician – Information Technology

At Skyxe Saskatoon Airport we are committed to be Canada's most valued airport experience. We continue to focus on our guests, working with our airport partners we are dedicated to provide our guests with an outstanding level of service quality with enhanced facilities, services and infrastructure. Skyxe invites applications from qualified individuals who are looking to be part of a dynamic team, for the position of Computer & Electronics Systems Technician – Information Technology.

The Computer & Electronics Systems Technician – Information Technology position will provide diagnostics, repair and administration of existing hardware / software for the Corporation's systems, which includes (but is not limited to) the Common Use Self Service platform, Airport Building Security System, Flight Information Display System (FIDS), Baggage Information Display System (BIDS), Parking Lot Equipment, Hold Bag Screening (HBS), Emergency Control Centre Equipment, Public Announcement System, Local Area Network and Server, Computer hardware and software and Terminal WIFI.

The position will report directly to the Manager, Information Technology.

HOW TO APPLY

Like what you see and think you have what it takes to join the Skyxe Team

Qualified Candidates are asked to forward resumes by **June 20, 2019**

To: Careers@skyxe.ca

Attn.: Pam Oakenfold,
Human Resources
Administrator

Suite 1
2625 Airport Drive
Saskatoon, SK, Canada
S7L 7L1

T: +1 306 975 4275
W: www.skyxe.ca

We thank all applicants for their interest, but only those selected for an interview will be contacted.

Duties and Essential Job Functions:

1. Provides maintenance and emergency computer, electronics & IT System repairs for the Corporation's systems.
 - Respond / troubleshoot computer, electronics and IT Systems emergency calls.
 - Provide advice to assist users for all computer, electronics and IT Systems inquiries and requests for assistance.
 - Liaison / Coordinate with outside technical support agencies to resolve problems as required.
2. Provide computer, electronics and IT System maintenance on the Corporation's systems.
 - Implement IT Systems Restoration Program and Preventative Maintenance Program.
 - Install software and hardware, including software updates, hardware upgrades and capacity planning.
 - Provide diagnostic testing and repair to the various systems.
 - LAN support as per established protocols.
 - Maintain a parts inventory of critical electronic systems components.
3. Assist with Capital Project development and delivery within the Computer & Electronics Systems area of responsibility:
 - Purchase and install equipment for Computer & Electronics Systems initiated projects.
 - Provide assistance to contractors regarding existing electronic / computer systems.



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4. May be required to work overtime evenings and weekends as necessary to co-ordinate and assist with special projects and emergency repairs.
5. Other related duties as assigned, including:
 - Adhere to and participate in the Safety Management System and Occupational Health & Safety Programs.
 - Respond to Emergency Control Centre, during work hours, in the event of an emergency.
 - Work independently or as part of a team that may include other Skyxe staff, vendors, and airline personnel.
6. Assist Facilities Maintenance personnel as required.

CONCLUSION

This position description describes the major duties of this position but does not, however, preclude other related duties being assigned from time to time, in the achievement of the Skyxe Saskatoon Airport Business Plan and as organizational priorities demand.

QUALIFICATION REQUIREMENTS:

Education and professional experience requirements:

- Grade 12 Education supplemented with successful completion of a recognized 2 year Post-Secondary Electronic Technology Program or equivalent (ex. CompTIA, diploma)
- Minimum two years proven hands on experience with hardware/software systems in an IT technical support capacity.
- Possession of a valid Saskatchewan Class 5 Driver's Licence
- Possession of, or the ability to obtain, a Transportation Security Clearance, an Airside Vehicle Operators Permit and an Industry Canada Radio licence
- Possession of, or an ability to obtain, a valid First Aid & CPR Certificate

Position Knowledge, Skills and Abilities Requirements:

- Electronics and Computer Systems maintenance & repair, with the ability to diagnose and troubleshoot a wide variety of electronic systems.
- Computer experience in Microsoft Office applications, experience in CAD would be an asset.
- Superior communication, problem-solving and organizational skills are essential in this role.





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- Strong work ethic and ability to function in a fast-paced and dynamic environment. Your ability to take initiative combined with your driven attitude will contribute to your success as a part of our Skyxe Team.
- Strong attention to detail with the ability to minimize errors.
- A positive attitude and strong customer service orientation.
- Reliable.
- Knowledge of the occupational hazards and safety precautions of the trade.
- Ability to do shift work may be required as Airport Operations is 24 hours a day, 7 days a week.
- Ability to work collaboratively within a team.
- Ability to complete and process all forms and reports.
- Ability to perform in accordance with the Corporate Code of Conduct.

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