

Job Opportunities

Career Opportunity

The Region of Waterloo is currently recruiting for a:

Full Time Airport Duty Manager (2 positions available)

Department: Planning Development & Legislative Services

Division: Region of Waterloo International Airport

Hours of Work: 35 Hours a Week (24/7 Rotation, 12 Hour shifts)

Location: Regional Airport

Our Story:

The Region of Waterloo has a mandate to reimagine the future and service provision. Putting residents first, we work to ensure that our community remains a great place to live and a great place to work and play – for everyone. Our goal is to build a world-class community for all residents. And here at the Region, we're inspired to act with purpose and to serve our community with passion and drive.

This is a place where employees are valued and recognized for their talents and contributions to our success. Our employees take pride in making a difference in people's lives through the work that we do. We are looking for people like you to help make it happen.

Our Team:

As a member of the Airport Management team, together we will strive to help you make an impact from day one. We will support you with the tools and resources you need to reach new milestones as you help our employees reach theirs. We genuinely love what we do and we are looking for others who share this passion. If you have the desire to work with a team of like-minded professionals, we would love to hear more about you and talk to you about the role.

The Opportunity

Reporting to the Airport Manager of Operations, the Airport Duty Manager will take a leadership role in the management of daily airport operations. This position is responsible for exercising sound judgement and leadership in ensuring airside safety, security, maintenance, and the operational integrity of the airport and its facilities on behalf of senior management.

This role will involve the supervising the airport-wide “day of” operations to ensure safety, efficiency and effective operations are carried out. You will also monitor daily activities including irregular operations to ensure timely and competent response/coordination in compliance with policies, procedures, and regulations/legislation.

You will also have the responsibility of leading staff and ensuring all contractual obligations are met. The ideal Airport Duty Manager will have strong leadership, organizational and communication skills.

Apply Your Knowledge, Skills and Abilities:

- You will take a strong leadership role in supervising airport staff. Duties include assigning work to both airport and facilities staff, and to contracted services to resolve immediate issues related to terminal activities.
- You will ensure policies, procedures and regulations are followed by all staff.
- You will create and communicate “day of” plans with operations staff. You will supervise these operations including the maintenance of grounds, facilities and equipment and adjust activities as needed.
- You will have the responsibility of monitoring airport operational performance against goals to ensure that progress is being made and that corrective action is taken if necessary.
- You will respond to operational and security issues and make timely and safe decisions when responded to these issues. They may include air traffic control, airlines and other irregular operations. You will keep senior management informed of all issues or negative publicity.
- You will conduct runway surface condition reports and inform air traffic control of surface conditions, status of maneuvering areas (windrows, unplowed areas, braking reports, wildlife control), and service reductions, as required. Issue notices to airmen (NOTAMS) and surface condition reports to NavCanada regarding hazards to flights.
- You will provide radio escorts to airside facilities (e.g., Transport Canada, fuel delivery, contractors).
- You will have the responsibility of ensuring airport facilities are properly maintained in all weather

conditions. This includes monitoring and reporting runway conditions and supervising all snow removal.

- You will complete and review reports, forms, and logs pertaining to operations activities on assigned shifts, per protocols (e.g., Aircraft Movement and Surface Condition Reports, Canadian Runway Friction Index Reports, incident/accident, WSIB, daily shift reports).
- You will put your input on projects regarding operations requirements. This can include assisting in the development of long term equipment, facility and personnel plans for airport operations.
- You will provides input into operations budget. Orders other operating supplies, maintains the care/custody and security of an inventory of parts, tools, and equipment.
- You will ensure there is good communication with staff and management in Facilities Management for services.
- You will enforce Township of Woolwich parking by-law, as required.
- You will perform special assignments as required.
- You will back up supervisors, as required.

Apply Your Experience at the Region of Waterloo

- Knowledge of Canadian Aviation Regulation Standards, Canadian Aviation Security Regulations, airport certification and operations requirements and procedures, grounds and asphalt maintenance processes, and working knowledge of the Manual for Aerodrome Standards & Recommended Practices (TP312E) and other related legislation (including health and safety), normally acquired through a diploma/degree in a related field, plus progressively responsible related experience in the airport or aviation industry.
- Knowledge of airport quality assurance programs, including auditing processes.
- Knowledge of and ability to comply with policies, procedures, collective agreements, and legislation/regulations (e.g., Transport Canada, NAV Canada, Canadian Aviation Regulations Standards, Canadian Aviation Security Regulations, health and safety, privacy).
- Ability to take leadership and action in the role of on-scene controller during an emergency response.
- Must be certified in Incident Management Systems program (post-hire).
- Must become a member of the International Association of Airport Executives Canada (IAAE), and enrolled in the accreditation program (completed within 3 years of hire).

- Must have strong organizational skills to organize/coordinate work with staff.
- Excellent problem solving/decision making skills in order to resolve operational issues.
- Leadership and communication skills to supervise, train, develop, motivate, and support staff; always maintain open communication channels with team.
- A strong work ethic and positive team attitude.
- Ability to read and interpret aviation weather terminology, notices, and reports. Ability to write letters, technical reports, operating procedures, manuals, orders, and plans.
- Computer skills with ability to use software such as Microsoft Office.
- Must have a valid Restricted Radio Telephone Operators Certificate (Class "Aeronautical") and valid Airside Vehicle Operators Permit (AVOP) or obtain within 10 days of employment.
- Must have a valid G driver's license and acceptable driving record upon hire to operate corporate vehicles.
- Must provide an appropriate Security Clearance from Transport Canada within 6 months of hire and/or as a condition of employment and a Restricted Area Identification Card (RAIC) to meet
- Federal security requirements within probationary period and/or as a condition of employment.
- Ability to work rotating shifts, which cover 24 hours/day, including weekends and statutory holidays, unless otherwise assigned.
- Ability to support and demonstrate the Region's values.

Compensation:

In addition to offering a competitive compensation package, we have a strong focus on health and wellness, including fitness facilities and family-focused benefits. The salary of this position ranges between \$41.46 and \$51.82 per annum/hour (Grade 05 on the Management & Management Support wage scale).

We thank all applicants in advance; however, we will be corresponding only with those selected for an interview.

The Region of Waterloo is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process. At the Region, we respect, encourage and celebrate our diversity.

The Region of Waterloo is committed to providing accommodations throughout the recruitment

process. If you require an accommodation, please notify us and we will work with you to meet your needs.

Alternate formats of this document are available upon request. Please contact the Service First Contact Centre at phone number 519-575-4400, or TTY number 519-575-4608 to request an alternate format.

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