

ASSISTANT AIRPORT MANAGER

Job Description And Duties

Winter Hours Of Operation – 08:00-17:00

Summer Hours Of Operation – 08:00-18:00

Reporting To – Airport Manager

- i. The Assistant Manager is responsible for helping operate the Airport as a professional business for the benefit of Collingwood Regional Airport Inc.
- ii. The Assistant Manager will seek direction and guidance from the Airport Manager to ensure that Airport property and terminal facilities are inspected in accordance with generally accepted practices. Additional inspections will be made in poor weather conditions during the winter months. Any hazards or deficiencies identified during these inspections will be either rectified or reported to the London Flight Information Centre (London FIC).
- iii. The Assistant Manager is responsible for helping keep an accurate record of airport movement / aircraft activity during attended hours and non-attended hours (by voice activated recording).
- iv. The Assistant Manager will ensure the Airport operates properly during the hours they are on duty and ensure that after hours, the telephones will be switched to answering machine(s) which will be monitored by Manger via periodic checks no later than 1 hour after opening the next business day.
- v. The Assistant Manager is responsible for learning the fuel purchase process from the Manager and to assist in purchasing fuel in bulk at the best price available. Prior to purchase, accounting will be notified of purchase price, including the prices of less competitive suppliers.
- vi. The Assistant Manager will monitor fuel levels and ensure there is always sufficient fuel to service customers.
- vii. The Assistant Manager will provide fuel sales during their attendance hours and make arrangements for after-hours sales. The Assistant Manager will deposit all fuel receipts with a daily report on fuel sales to accounting. The Assistant Manager will maintain records of all fuel sales and inventory and conduct inspections as required by the CSA B836-22 publication or other applicable regulations. The Assistant Manager will at all times observe a high standard of safety while working with aviation fuel.

- viii. At the direction of the Airport Manager, The Assistant Manager's duties will include grass cutting and snow removal.
- ix. The Assistant Manager will show proficiency and be able to operate independently all office equipment that is required for operating the Airport, including but not limited to fax machines, photocopiers, computers, printers and scanners.
- x. While on duty, or at the direction of the Airport Manager, the Assistant Manager will ensure that the runway and other aircraft movement areas are maintained to Transport Canada standards.
- xi. While on duty, the Assistant Manager will collect all fees for tie downs and parking according to the schedule set by Collingwood Regional Airport Inc. and inform Collingwood Regional Airport Directors of all new customers and inquiries in a daily report.
- xii. While on duty, the Assistant Manager will answer telephone calls relating to runway conditions, communicate with incoming aircraft and respond to requests for service outside regular hours. From time to time the Airport Manager will request assistance after hours and the Assistant Manager will comply not unreasonably.
- xiii. The Assistant Manager will operate the UNICOM station radio in such a manner that each aircraft call is answered, and the aircraft is identified and recorded during duty hours and is responsible for informing incoming traffic of field conditions and area traffic. The Manager and Assistant Manager shall alert all aircraft of traffic and unsafe conditions.
- xiv. The Assistant Manager will supervise and control access of persons or vehicles to Airport property while on duty and will provide, at all times, for the safety and welfare of the flying and non-flying public. The Assistant Manager will alert the Manager to arrange a procedure for the secure operation of aircraft activity (such as Medevac) during non-staffed hours.
- xv. The Assistant Manager will adhere to airport dress code.
- xvi. The Assistant Manager will note and assist the Airport Manager to submit the following reports to the Directors of Collingwood Regional Airport Inc. on a weekly basis regarding the operation of the Airport:
 - a) Airport operating and maintenance level.
 - b) Aircraft incident / accident reporting.
 - c) Weekly Tenant report.
 - d) Update and maintain Emergency Procedures.

- xvii. The Assistant Manager will comply with and enforce all requirements relating to the operation and use of the Airport as set out in the Aeronautics Act, the Canadian Aviation Regulations (CARs), Air Navigation Orders, and all other statutes that may apply or are deemed to apply.
- xviii. The Assistant Manager must ensure a professional service and attitude at all times in dealing with and promoting the Airport with respect to all Airport users and to the public and the Assistant Manager must ensure that they are fully aware that duties are being performed for the benefit of Collingwood Regional Airport Inc.
- xix. The Assistant Manager will use experience, contacts, and exemplary service to promote the Collingwood Regional Airport Inc. The Assistant Manager realizes that an important part of their evaluation of will be demonstrated by actual growth of Airport business and activity.
- xx. Both the Manager and Assistant Manager will monitor bird activity and report to Collingwood Regional Airport Inc. Directors as required, any need for measures to control bird population or activity on the Airport that could present a hazard to aircraft operation.
- xxi. The Assistant Manager will monitor and prohibit trespassing and hunting on Airport property, except where permission is granted by the Manager.
- xxii. Both the Manager and Assistant Manager are responsible while on duty for moving (towing) all transient and tied down aircraft, and making sure they are secure, in hangar or on apron.
- xxiii. All the fees collected by the Assistant manager (fuel sales, tie downs, landing fees, hangarage etc.) are to be made payable to Collingwood Regional Airport Inc. and will be submitted daily.
- xxiv. Notwithstanding the specific nature of the foregoing, Collingwood Regional Airport Inc. acknowledges additional routine and non-routine Airport and property management activities that are to be performed by the Assistant Manager from time to time, that would be consistent with the management of the Airport and maintenance of the facilities and equipment.