

Become our Airport Manager for the Municipality of Greenstone

Who we are

The Loomex Group is a North American group of companies that provides a wide range of services out of four main divisions: aviation and aerospace, infrastructure and asset management, education and compliance, and emergency management.

We are seeking an airport manager for Renald Y. Beaulieu Greenstone Regional Airport and R. Elmer Ruddick Nakina Airport in the Municipality of Greenstone. Greenstone Regional Airport is home to an MNRF aircraft base, while Nakina Airport provides scheduled service to northern communities.

Greenstone offers many indoor and outdoor recreation opportunities. It has beautiful lakes and outdoor spaces, and it is well known for its world-class hunting, fishing, and hiking opportunities.

Come join our team today in Ontario's second-largest municipality!

What you'll do

- Implement a work program that follows Transport Canada regulatory requirements and industry best practices regarding emergency responses, wildlife management, winter maintenance, and the operation of all airport maintenance equipment
- Monitor airside and groundside operations
- Escort persons and vehicles on airside as required
- Ensure adherence to the airport inspection program and safety management system regulations
- Manage and support regular operations of both airports
- Participate in airport maintenance



This position is located in the **Municipality of Greenstone.**

All the benefits you're looking for in your career.



Health & wellness programs



Collaborative & inclusive culture



Learning & development opportunities



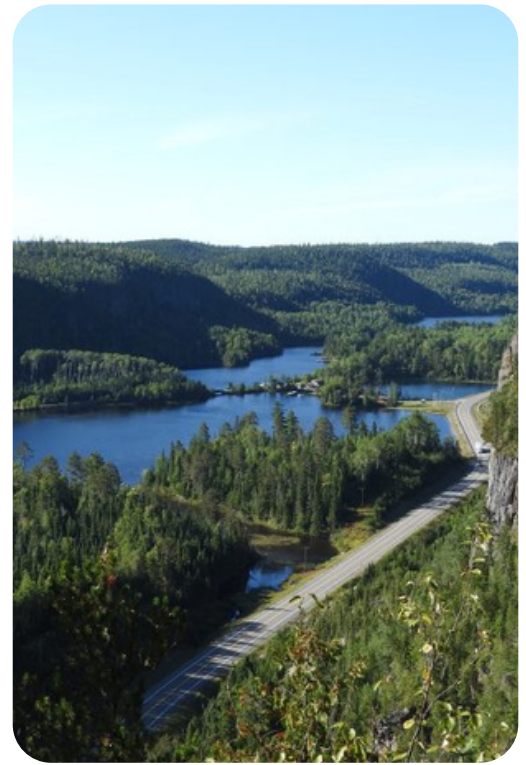
Attractive compensation



Career guidance

What you'll do (continued)

- Manage airside safety and security by performing airfield/runway inspections and wildlife inspections/control
- Lead and develop all airport operations staff
- Ensure airport policies are followed
- Make recommendations for policy modifications or the creation of standard operating procedures
- Perform minor and preventative maintenance of airfield electrical systems and meet preventative maintenance requirements for the job site
- Work with the accountable executive to address operational issues as required
- Manage the airports' fleets and off-site fueling
- Ensure the health and safety of all airport operational staff and airport users
- Receive, monitor, and respond to community relations needs as required
- Explain and enforce each airport's rules and regulations
- Manage the airports' operational budgets and make recommendations regarding capital expenditures, including applications for funding
- Initiate emergency responses and activate airport emergency response plans if required
- Respond to emergencies at the airports and serve as the on-scene controller throughout the emergency
- Assume responsibility for business development initiatives at the airports
- Prepare invoices and monitor the airports' accounts receivable
- Develop, maintain, and implement manuals for each airport
- Engage with the airports' tenants, employees, customers, and industry representatives in a professional and courteous manner
- Work with the Municipality of Greenstone's staff on municipal issues
- Attend the Municipality of Greenstone's council and management meetings as required



Interested in adding your talents to our team?



Please email your resume and cover letter to hr@loomex.ca



We are accepting applications until Monday June 19, 2023



The salary for this role starts at \$80,000



Feel free to reach out by phone or email if you have any questions

We thank all those who apply. Please note that only those applicants who get selected for an interview will be contacted.

The Loomex Group provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, colour, religion, age, sex, national origin, disability status, genetics, sexual orientation, gender identity or expression, or any other characteristic protected by federal, provincial, or local laws.

What you'll bring to the table

- Post-secondary education in aviation (or equivalent aviation knowledge/experience)
- Experience in airport operations
- Experience in airport business development
- Previous experience working within a government or municipal structure
- TP 312E course completion or equivalent experience
- Restricted Operator Certificate – Aeronautical (currently completed or within 30 days of being hired)
- Valid Class "G" driver's license (or equivalent) and a clean driver's abstract
- Experience operating a truck
- Good written and verbal communication skills (for responding to customers and completing any required airport documentation procedures)
- Proficiency with Microsoft Office software
- This position requires the ability to lift up to 30 kg, stand or sit for prolonged periods while using equipment or at a desk, and lift, pull, and manage heavy equipment and objects

Qualifications considered an asset

- DZ or AZ licence
- Airfield Lighting Maintenance course completion
- Accredited airport executive designation
- Private pilot's license or flight training experience
- Current CPR and first aid training
- Working knowledge of runway surface condition reporting
- Experience operating heavy or airport equipment

Working conditions

- This position reports to the The Loomex Group's director of airports
- Full-time permanent position
- Benefits include an annual health spending account
- Work hours are primarily Monday to Friday, 8:00 a.m. – 4:30 p.m. (working evenings, weekends, statutory holidays, and after-hours during emergencies or call-ins may be required)
- Winter hours may vary (based on snowfall)
- This position involves working in an office and outside (both airside and groundside)



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