

Become our next

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 actively seeking candidates for the position of Airport Manager for the Greenstone Regional and the Nakina Airports in the Municipality of Greenstone. Greenstone Regional Airport is home to one of the MNRF aircraft bases while Nakina has scheduled service to Northern Communities. The municipality of Greenstone is home to many indoor and outdoor recreation opportunities, boasting beautiful lakes and outdoor spaces, and is well known as nature's hometown for its world-class hunting, fishing, and hiking opportunities.

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

What you'll do

- Execute a work program that follows Transport Canada regulatory requirements and industry best practices and includes the components of emergency response, wildlife management, winter maintenance, and the operation of all airport maintenance equipment
- Monitor airside and groundside operations, and escort persons/vehicles airside if required
- Ensure adherence to the airport inspection program and the safety management system's regulations
- Manage airside safety and security through the performance of airfield/runway inspections and wildlife inspections and control
- Supervise, lead, and develop the airport operations staff
- Work with the accountable executive on operational issues as required
- Ensure the health and safety of all airport operational staff and airport users



Position location:
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

- Ensure airport policies are followed and make recommendations for policy modifications or the creation of standard operating procedures
- Receive, monitor, and respond to community relations needs as required
- Explain and enforce airport rules and regulations
- Manage the airport's operational budget and make recommendations for capital expenditures, including applications for funding
- Initiate emergency responses and the activation of the airport's emergency response plan if required
- Be responsible for responding to emergency events at the airport and serving as the on-scene controller during the emergency's life cycle
- Be responsible for business development initiatives at the airport
- Prepare invoices and monitor the airport's accounts receivable
- Develop, maintain, and implement airport manuals
- Engage with the airport's tenants, employees, customers, and industry representatives in a professional and courteous manner
- Effectively leading and developing the Airport Operations staff
- Working with the Municipality of Greenstone's staff on Municipal related issues
- Attending the Municipality of Greenstone's Council and Management meetings as required

Working conditions

- Full-time permanent position
- Reporting to the Director of Airports
- Winter hours may vary (based on snowfall)
- Benefits include an annual health spending account
- The position requires working in an office and outside (both airside and groundside)
- Work hours are primarily Monday to Friday, 8:00 a.m. – 4:30 p.m. however, the position is required to occasionally work evenings, weekends, statutory holidays, and after-hours during emergencies or call-ins



Interested in adding your talents to our team?



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



We will be accepting applications until August 22, 2022

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



MUNICIPALITY OF
GREENSTONE

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 aviation education or equivalent aviation knowledge/experience
- TP 312E course completion or equivalent experience
- Restricted Radio Operators Certificate (ROC-A), or obtain a ROC-A within 30 days of being hired
- Good written and verbal communication skills for responding to customers and completing any required airport documentation procedures
- Proficiency with Microsoft Office software
- Previous experience working within a government or municipal structure
- Valid Class "G" driver's license, or equivalent, and a clean driver's abstract
- Experience in airport business development
- 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

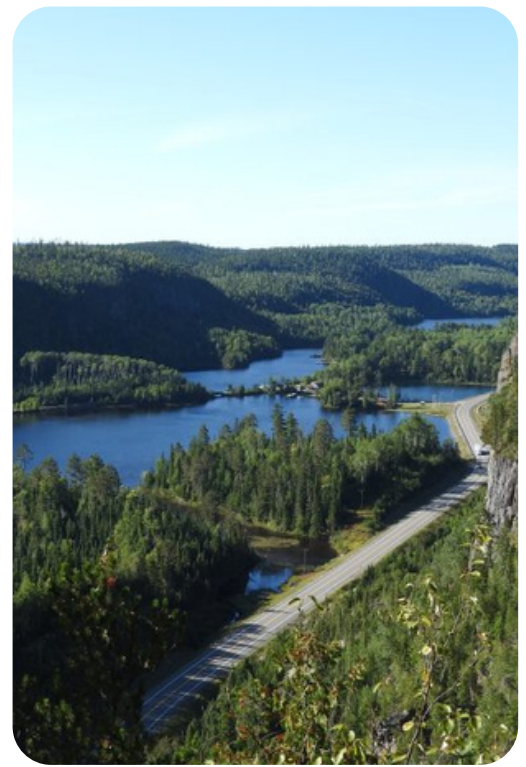
Qualifications Considered an Asset

- Airfield Lighting Maintenance Course
- 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

Other requirements:

The Loomex Group has multiple locations within Canada. Depending on business needs and financial requirements, the incumbent may be transferred or requested to travel to another location. In the event of a transfer, The Loomex Group will provide the incumbent with advanced notice to support a successful transition.

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