



NORTHERN ROCKIES REGIONAL MUNICIPALITY
Job Posting No. 2022.15
Airport Manager

The Northern Rockies Regional Airport (NRRRA) is in Fort Nelson, British Columbia and is owned and operated by the Northern Rockies Regional Municipality. With its modern airport facilities, the Northern Rockies Regional Airport can serve a wide variety of aircraft ranging from small recreational and flight training aircraft to larger corporate, regional and commercial aircraft. Fully serviced by Central Mountain Air, passengers can connect to international markets through Prince George. The spirit of the Northern Rockies is independent and action-oriented, with a tangible sense of a region 'in charge of its future.' Fort Nelson is a young and family-oriented town, where the attitude of "community" remains strong. Everyone is welcome, everyone's contribution matters, and the level of participation in the day-to-day life of the community is high.

The Northern Rockies Regional Municipality has an exciting career opportunity for an experienced and motivated professional to lead our Airport Team. The Airport Manager reports to the Director of Public Works (DPW) and oversees the direct management of the Northern Rockies Regional Airport (NRRRA). This position manages and directs the operations and maintenance functions and all other related business affairs of the NRRRA. The Airport Manager is accountable for the regulatory compliance to all federal and provincial regulations and the strict adherence to the NRRRA's Safety Management System.

The preferred qualification and expertise include:

- Post-secondary education in Aviation/Airport Operations or a related discipline and a minimum of five years managerial/supervisory experience in an operations/management position or similar setting.
- Considerable knowledge of airport operations, maintenance practices and methods.
- Ability to communicate effectively, orally and in writing, with employees, consultants, other governmental agency representatives, organizational officials and the public.
- The ability to research, interpret, and provide advice and guidance on a variety of legislative, legal and administrative matters relating to areas of responsibility including written comprehensive report research and compilation.

While our ideal candidate would have both supervision and aviation operations experience, we encourage all interested parties to apply as consideration would be given to provide training to the right candidate. The Northern Rockies Regional Municipality is an equal opportunity employer and offers a competitive salary and comprehensive benefits package. If you feel the Northern Rockies is where your future lives, then we would like to hear from you. A more detailed job description is available online at www.NorthernRockies.ca. We thank all applicants for their interest, and we will notify all candidates of receipt of applications. Applicant review begins August 4, 2022 and the posting will remain open until filled.

Please email your cover letter, resume, and a minimum of three references to:

Erin La Vale, CPHR
Deputy CAO/Director of Human Resources
NORTHERN ROCKIES REGIONAL MUNICIPALITY
Bag Service 399 | Fort Nelson, BC | VOC 1R0
Email: jobs@northernrockies.ca

Located in North Eastern BC and extending from the Yukon border to Prophet River BC, our one-of-a-kind local government and BC's first Regional Municipality provides unparalleled opportunities for outdoor and wilderness recreational activities. To learn more about what the Northern Rockies has to offer, please visit our website at www.NorthernRockies.ca.

*This is a place for you to call home.
Come north...and build a future.*

Position Title: Airport Manager
Department: Public Works/Airport
Reports To: Director of Public Works
Employee Group: Excluded - Management
Wage Group: M3 - Manager 3

Date of Revision: June 2022

Position Summary:

The Airport Manager is responsible for overseeing, directing and facilitating day-to-day operations and planning of the Northern Rockies Regional Airport (YYE) in accordance with Canadian Aviation Regulations, Council policies and priorities, approved budgets and established service levels. A salaried position, the Airport Manager is expected to work a minimum of 40 hours per week and overtime as required.

The Airport Manager advises, coordinates information to and from, the Director of Public Works, and works cooperatively with other departments and stakeholders on matters associated with operations, compliance, service levels, asset maintenance, special projects, and capital projects. The position is expected to exercise considerable initiative and independent judgment in carrying out the duties of the position.

The Airport Manager may delegate portions of his/her authority and responsibility to members of the department but may not delegate or relinquish overall responsibility and accountability for the performance of his/her responsibilities.

Responsibilities:

1. Specific Responsibilities

Ensure the safe and compliant operation of all aeronautical activities undertaken by the Northern Rockies Regional Municipality at the Northern Rockies Regional Airport.

- Manage all workers and resources in full compliance with the requirements of all Federal and Provincial regulatory authorities as well as organizational policies and processes, to deliver safe, efficient and reliable operations for the Airport.
- Develop and maintain all essential operational documents including the Airport Operating Manual and Safety Management System.
- Maintain certification pursuant to the Canadian Aviation Regulations, and compliance with all legal and other requirements.
- Continuously review and propose changes to applicable operational policies, plans, standards and procedures to ensure they are appropriate to achieve objectives and protect the integrity of, and maintain the viability of the airport.
- Liaise with provincial, federal and other local government and agencies, community stakeholders, contractors, general public and other Municipal departments in regard to Airport operations, projects and enquiries.
- Develop and maintain close working relationships with officials in Transport Canada and Nav Canada.
- Maintain accurate, and complete file documentation in accordance with organization policies and procedures and all application regulations.

Direct and supervise the activities of Airport operations staff, establish work priorities, and set goals and objectives, ensuring quality and service standards are met.

- Provide leadership, management and authority over departmental operations, maintenance, emergency response, budget administration, property management, marketing, personnel and communications.
- Develop and manage the Departmental operational and capital budgets.

Manage all assets as required at the Airport including runways, taxiways, aprons, buildings, lands, facilities, roads, utilities, water and sewer systems.

- Recommend and arrange contract services as required for airport operations.
- Work with Regional Development and Planning on all issues relating to Airport Land use and business activities.
- Review agreements and documents (including amendments and renewals) related to Airport operations, tenant and stakeholder interests as required;
- Review and identify resources required for the operation and maintenance of the Airport.

Represent the business and community interests of the NRRRA in a manner that enhances and promotes the NRRRA's public image, locally, nationally and internationally with all key stakeholders.

2. Additional Responsibilities

The duties listed are not set forth for limiting the assignment of work and are not to be construed as a complete list of the duties normally to be performed under a job title or those duties temporarily performed outside the normal line of work.

3. Statutory Roles

None.

Decision Making Accountability and Responsibility

1. Decision Making Authority/Independence

The position is expected to exercise considerable initiative and is permitted significant independent judgment and action in carrying out the duties of the position. The work is periodically discussed with, and reviewed by, the Director of Public Works for conformance to good practice, established policy, and attainment of objectives.

2. Impact/Consequence of Error

Decisions consistently affect Municipal operations and infrastructure. Inaccurate interpretation or relaying of information may result in loss of service, financial loss and/or reputational damage to the Municipality and could result in the Municipality's failure to adhere to Federal and Provincial legislation.

3. Financial Impact

Improper decisions may result in severe negative legal consequences and/or financial loss to the Municipality.

4. Human Resources

This position is a supervisory position.

5. Occupational Health & Safety

Ensures personal and subordinate safety while performing the duties of the position, complies with organizational safety programs, and ensures that all WorkSafe BC and other legislative safety requirements are met.

Contacts

1. Internal

Works consistently with other Municipal staff and provides guidance and procedural advice to Municipal staff and elected officials.

2. External

Provides advice and information, both orally and in writing, to other provincial and federal agencies; tenants, customers, contractors, consultants, other government agency representatives, and the public.

Working Conditions

1. Environment

Work is performed in office, works shop, and various outdoor environments including construction project work sites.

2. Physical Effort

Varying levels of physical effort, including moderate lifting, sitting, walking, standing, pushing and pulling, reaching, and carrying. Repetitive motion office tasks such as typing.

Qualifications

1. Formal Education

Graduation from a post-secondary institution in an Aviation/Airport Operations or Management Program, local government, engineering, airport management, business administration or a related discipline OR an equivalent combination of training and experience.

2. Training/Experience

Experience in a political, operational and/or construction environment and a minimum of two years' experience in a supervisory capacity.

3. Professional Designation/Licenses/Memberships

Valid Class 5 Drivers License

Knowledge/Abilities/Special Skills

Knowledge of:

- statutes, laws, regulations, and precedents respecting Airports, Local Governments, occupational health and safety; specifically Transport Canada, Nav Canada, and Canada Labour Code;
- cost control and financial management practices and budget formulation; and
- construction project management, contract administration, and asset management.

Ability to:

- work in an environment often governed by urgency and formal deadlines;
- strategically plan and manage a high-demand, complex and varied work load;
- work harmoniously with government agencies, residents, tenants, personnel, consultants, other staff, and elected officials;
- serve elected officials and the client public with tact, impartiality, while preserving confidentiality and sensitivity on issues and material dealt with on a regular basis;
- analyze and develop logical and systematic courses of action and demonstrates strong management, communicative, and planning skills;
- strive for excellence in a professional, political environment;
- work independently following department policies and procedures while maintaining a high-quality level of work;
- demonstrate continuous effort to improve operations, streamline work processes and work cooperatively towards an efficient and effective work environment;
- produce written documents with clearly organized thought; and
- effectively multi-task.

Special Skills or Other

- Proficiency in computers/applications (Microsoft Office).
- Strong organizational, research skills and attention to detail, especially with regards to proofreading and reviewing contractual documents.
- Ability to interpret and draft complex bylaws, minutes, resolutions, agreements, contracts and complex correspondence.
- Ability to coordinate diverse working groups, with divergent perspectives, to achieve organizational goals.