

**The Loomex Group is**  
**NOW HIRING FOR:**  
**AIRPORT MANAGER - EARLTON-**  
**TIMISKAMING REGIONAL AIRPORT**

The Loomex Group specializes in: Airport management and compliance, emergency response plans, scribe notetaking, documentation, debriefing, after-action reporting, business continuity, staff health and wellness, pandemic planning, large-scale emergency response exercises, and business resumption plans.



To apply for this position, please send a resume and cover letter to [swebster@loomex.ca](mailto:swebster@loomex.ca)



The application deadline to apply is March 18, 2022.

**We are actively seeking a candidate for the position of Airport Manager for the Earlton-Timiskaming Regional Airport in Earlton, Ontario. This airport in northern Ontario has a paved runway and a gravel runway, terminals, operations facilities and staff. Come join our growing team!**

### Job Purpose:

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In this full time position, the Airport Manager reports to the General Manager of Airports, and is responsible for many administrative tasks, and safety sensitive functions in the daily operation of the Airports. This includes a variety of tasks in the Airport Administrative offices and Airside/Groundside operations.

### Duties and Responsibilities include:

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- Monitoring of airside and groundside operations and escort persons/vehicles airside if required
- Ensuring the adherence to the Airport Inspection Program and Safety Management System regulations
- Manage Airside safety and security through the performance of airfield/runway inspections and wildlife inspections and control.
- Supervising Airport Operations staff
- Operate airside maintenance and fueling equipment when required
- Working with the Accountable Executive on operational issues as required
- Ensuring the health and safety of operational staff and airport users
- Explaining and enforcing Airport rules and regulations
- Ensuring Airport policies are followed, make recommendations for policy modifications, or creation of Standard Operating Procedures (SOP)
- Receiving, monitoring, and responding to community relations as required.
- Manage the airport's operational budget and make recommendations for capital expenditures including applications for funding.
- Initiate emergency response/activation of Airport Emergency Response Plan.
- Responsible for responding for an emergency event at the Airport and operate as the On-Scene Controller during the emergency
- Responsible for business development for the Airport
- Preparing invoices and monitoring Accounts Receivable
- Developing, maintaining, and implementing Airport manuals
- Engaging with Airport tenants, employees, customers, and industry representatives in a professional and courteous manner
- Effectively leading and developing the Airport Operations staff
- Responsible for business development for the Airport
- Contributing to the development and execution of the Earlton-Timiskaming Regional Airport Strategic Plan
- Working with the Earlton-Timiskaming Regional Airport Authority on related issues
- Attending the Earlton-Timiskaming Regional Airport Authority Management meetings as required.



## Qualifications:

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- Post-Secondary Aviation Education or equivalent aviation knowledge/experience
- TP312E course or equivalent experience
- Restricted Radio Operators Certificate (ROC-A) or obtain one within in 30 days of being hired
- Communication skills, written and verbal, to respond to customers and complete required Airport documentation procedures
- Proficiency with Microsoft Office software
- Previous experience working in a Government or Municipal Structure
- Valid Class "G" driver's license or equivalent
- Experience in Airport business development

### Qualifications considered assets to the position:

- Airfield Lighting Maintenance Course
- Accredited Airport Executive designation
- Private Pilot's License or flight training experience
- Current C.P.R. and First Aid training
- Working knowledge of runway surface condition reporting
- Experience with operating heavy or airport equipment
- Bilingual

## Working Conditions:

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The position requires working in the office and outside both airside and groundside. The hours of work are primary Monday to Friday 7:00 a.m. – 3:00 p.m. However, there is a requirement to sometimes work evenings, weekends, and Statutory Holidays for after hour emergencies or call-ins. In addition, Given the nature of this position, applicants must live within a one hour's drive of the Earlton-Timiskaming Regional Airport.

## Physical Requirements

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This position requires the ability to lift up to 30 kg, stand or sit for prolonged periods while using equipment or at a desk, lifting, pulling, and managing heavy equipment and objects.

## Applying

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To apply for this position, please send a resume and cover letter by **March 18, 2022** to Sarah Webster at [swebster@loomex.ca](mailto:swebster@loomex.ca)

**Only those who qualify will be contacted for an interview.**

