

Airport Operations & Safety Coordinator

Position Title: Airport Operations & Safety Coordinator

Type of Employment: Full-time Rotating Shift

- 3 days: 6:00am – 3:00pm, 3 days: 2:00pm – 11:00pm & 3 days off.
- Additional hours for winter operations: Day shift may change to 6:00am – 6:00pm, afternoon shift may change to 2:00pm – 2:00am or 6:00pm – 6:00am.

The Oshawa Executive Airport (CYOO) is a certified airport, owned by the City of Oshawa. Total Aviation & Airport Solutions is the management company for the Oshawa Airport and operates and manages the airport on behalf of the City of Oshawa. We are looking for a full-time, mature, responsible individual to join our airport operations team.

The **Airport Operations & Safety Coordinator** position encompasses a variety of airport related inspections, maintenance and equipment operations. The Airport Operations & Safety Coordinator position will report to the Airport Operations Manager (OM) and their responsibilities include but are not limited to:

- Completing Airfield Inspections in accordance with the airport Standard Operating Procedures (SOPs).
- Completing airfield bulk plant inspections.
- Undertaking airfield wildlife monitoring, response and prevention.
- Undertaking general repairs and maintenance to airfield lighting and signage.
- Undertaking truck fueling and defueling associated with the airfield bulk plant operation.
- Undertaking general repairs and preventative maintenance work on all airport surfaces.
- Responding to airport tenant, user and public inquiries.
- Operating a variety of unique heavy equipment to maintain the airport's airside and public surfaces.
- Performing snow removal operations
- Completing SMS responsibilities as assigned
- Completing employee health & safety tasks as assigned.
- Carrying out other duties as required and assigned.

Skills/Experience/Training Required:

- Must have a Ontario Driver's License and reliable source of transportation;
- Strong oral and written communication skills in English;
- Excellent problem solving skills and ability to troubleshoot in a fast paced environment,
- Excellent organizational skills and initiative;

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- Must be physically capable of working outdoors in adverse weather conditions, and working evening, night, and weekend shifts as required;
- Employment/experience in airport operations is considered an asset;
- Industry Canada Aeronautical Radio license is an asset;
- Completed an accredited postsecondary program in airport operations / aviation management.

Interested candidates can submit a cover letter, résumé and wage / salary expectations by **September 16th, 2022** to the Airport Operations Manager, James Roffey at jroffey@oshawa.ca. Only candidates selected for an interview will be contacted. Please indicate in the subject line of your email “**Airport Operations & Safety Coordinator (22-001)**”.