

Assistant Operations Manager

Pembroke & Area Airport

Location: Petawawa, Ontario

Posted: January 15th 2023

Salary:

Description:

The Pembroke & Area Airport, located in Petawawa, is one of five certified airports in Eastern Ontario. Located in Petawawa, the Airport serves approximately 3,500 aircraft movements each year. The Airport interacts with many agencies in the course of daily work including the Government of Canada, the Department of National Defence, the Ministry of Natural Resources (Ontario and Quebec), Ornge (air ambulance), Canadian Coast Guard and many private pilots and aircraft. We are a critical base of operations during forest fire season, we facilitate emergent medical transfers and we provide services that aid in search and rescue operations.

The Airport is currently recruiting for an Assistant Operations Manager. This can be a part-time position that works into a full-time role, or can start as a full-time position.

Duties of the Position:

Perform work that follows Transport Canada requirements and best practices for emergency response, wildlife management, winter maintenance, and the operation of maintenance equipment
Monitor airside and groundside operations
Manage airside safety and security
Supervise and mentor airport operations staff
Explain and enforce airport rules and regulations
Assist with business development initiatives at the airport
Keep airport manuals current
Engage with the airport's tenants, employees, customers, and the public in a courteous manner
Attend Pembroke & Area Airport Commission meetings as required

Qualifications

Required Qualifications:

A valid class G driver's licence
WHMIS, First Aid and CPR certifications
Able to lift at least 50 pounds
Able to provide your own steel-toed boots
Criminal background check
Dependable, arriving on time for work and committed to the position
Able to work with minimal supervision and be trained to work on your own
An interest in aviation is appreciated

Asset Qualifications:

Restricted Radio Operators licence (we can train in-house)

Aircraft refuelling certification (we can train in-house)
A valid DZ licence
Post-secondary education in aviation or equivalent

Note about qualifications: As this is a unique role in our community, we appreciate that all candidates may not have the full requirements for this role. We are looking for someone who is committed to being invested in this position and can offer training and certification support as needed.

Additional Information

What we offer:

Unique role. As the only certified airport in Renfrew County, and one of only five in Eastern Ontario, this is an opportunity to work in a non-traditional role.

Compensation package. Compensation will be commensurate with experience and increases with training. Matching RRSP contributions are available for full-time employees.

Career development. There is room to grow in this organization with additional training and for someone who is looking for career progression. Opportunities exist for attending aviation-related workshops through industry partners.

Flexibility. The airport team is accommodating for flexible schedules of work.

The Airport is a busy facility at times and the staff members are well-known for exceptional service throughout Ontario. We are very much recruiting for someone who is interested in continuing at that standard.

Please send resumes by email in MS Word or PDF format. Interviews can be arranged immediately. You can also drop by the airport or call for more information.

Contact Information

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Pembroke & Area Airport

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