



**The Loomex Group is
NOW HIRING FOR:
DUTY MANAGER**

The Loomex Group specialize 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



The application deadline to apply is April 8, 2022.



Job Purpose:

Reporting to Airport Management, the Duty Manager position is responsible for many administrative tasks, and safety sensitive functions in the daily operation of the Airport. This includes a variety of tasks in the Airport Administrative offices and Airside operations.

Duties and Responsibilities include:

Duties of this position include and are not limited to:

- Monitoring of airside and groundside operations, providing Unicom advisories to air traffic, and escorting persons/vehicles airside
- Monitoring and maintaining of records and operational logs, including aircraft movements, airfield checklists, and airfield maintenance requirements
- Ensuring the adherence to the Airport Inspection Program and Safety Management System regulations
- Ensure Airside safety and security through the performance of airfield/runway inspections and wildlife inspections and control.
- Gather and provide information to airport users regarding local air traffic procedures, arrival and departure routes, noise abatement procedures, weather conditions, airport facilities and other local services. Explain and enforce Airport rules and regulations.
- Initiate emergency response/activation of Airport Emergency Response Plan. May be on-call in the event of an airport emergency. Provide assistance and support for distressed or disabled aircraft and assist in emergency operations by providing first aid, operating rescue equipment, operating radio, providing information, and notifying fire and other emergency services.
- Assist with special events/security
- Provide administrative support to Airport Management as needed
- Assign tie-down spaces and collect rental fees
- Review and maintain inventory of Peterborough Airport merchandise
- Invoicing on behalf of the City of Peterborough
- Professional presentation and interaction with Airport Customers
- Cross-train and provide operational support with grounds (vegetation, snow, etc.) using the appropriate equipment
- Other duties as required



Qualifications:

- Ability to work independently, or effectively as part of a team
- TP312E course or equivalent experience
- Restricted Radio Operators Certificate (ROC-A)
- Communication skills, written and verbal, to respond to customers and complete required Airport documentation procedures
- Proficiency with Microsoft Office software
- Valid G Driver's License with clean drivers abstract
- Criminal Record Check Level 2

Qualifications considered assets to the position:

- Airfield Lighting Maintenance Course
- Post-Secondary Aviation Education or equivalent aviation knowledge/experience
- Post-Secondary Emergency Management Education or equivalent emergency services knowledge/experience
- Private Pilot's License or flight training experience
- Chainsaw safety certification
- Firearms Possession and Acquisition Permit
- Current C.P.R. and First Aid training
- Working knowledge of runway surface condition reporting
- DZ or heavy equipment operations experience

Working Conditions:

- This job is performed approximately 50% of the time, out of doors. The hours for this position include shifts, weekends, statutory holidays, and rotational on call.
- Due to the nature of this position, applicant must live within one hour's drive of the assigned Airport. The Company has multiple locations within Canada, depending on business needs and financial requirements, the Employee may be transferred or requested to travel to another location as required. In the event of a transfer, the Employee will be provided advanced notice to support a successful transition.

Physical Requirements:

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

To Apply:

Please send your resume and cover letter to swebster@loomex.ca by April 8, 2022. Only those who qualify will be contacted for an interview.

