

# The District Municipality of Muskoka is currently recruiting for a Manager, Airport Administration & Service



## The District

Muskoka is a great place to live and play, and the District is a four-season municipality passionate about protecting, servicing and caring for this community. We have opportunities that will allow you to learn, grow and build your career amongst other ambitious leaders and innovators. We offer a competitive compensation package and are committed to promoting diversity, accessibility and inclusion. [Watch our video](#) to learn more.

## The Opportunity

The Manager, Airport Administration & Service is responsible for the safe and efficient operation of the Muskoka Airport in accordance with all applicable Transport Canada, Federal Government, and District Policies and agreements; ensuring effective relationships are maintained with airport based businesses and tenants, the aviation community and airport users; and fostering a positive image for the airport.

### What you will do:

- Manage and coordinate the Muskoka airport operations, services and associated facilities in accordance with applicable legislation, regulation, policy, procedures and standards, and as directed, to ensure safety, security and accessibility of all airport facilities and to ensure that the airport continues to be certified.
- Manage, lead, and develop employees in a manner consistent with District values, policies and procedures, including selection, work scheduling, training, and performance evaluations.
- Act as the Safety Management System Manager responsible to the Accountable Executive for the implementation, management and maintenance of Transport Canada's required Safety Management System.
- Provide advice and information to senior management, the Airport Board of Directors, other groups or the public with respect to airport operations, development, projects, fees, policies, and procedures.

### What you will need:

- Graduate of a post-secondary program in Airport Management, Aviation, or a related discipline.
- Four to five (4-5) years of progressive experience in airport operations and management, preferably in a unionized environment.
- A solid understanding of all federal aviation legislation, regulations, service standards and directives.
- Strong leadership, organization, interpersonal, teambuilding and coaching skills
- Valid Ontario driver's license and experience operating heavy equipment.

**For a full outline of the responsibilities and requirements, please see next page.**

## What we are offering

This is a **permanent full-time** opportunity at the District. The annualized compensation range for this role is **\$90,282 - \$106,297**. The District is also proud to offer the following to our permanent employees:



## The Next Step



If you have the necessary skills, experience and qualifications, and can support our vision and values (RISE: Respect and Integrity, Innovative Leadership, Synergy and Experiences), please review the "How to Apply" instructions on our website and then submit your application:

[www.muskoka.on.ca/careers](http://www.muskoka.on.ca/careers)

**This posting closes on Wednesday, July 19, 2023 @ 12:00 p.m.**

Visit our [careers page](#) for other opportunities.

The District of Muskoka is an equal opportunity employer and values diversity in our workforce, encouraging applications from all qualified individuals

Our organization is committed to providing persons with disabilities with equal opportunities and standards of goods and services, and we are compliant with the Accessibility for Ontarians with Disabilities Act. If you require disability related accommodation to participate in the recruitment process, please advise the Human Resources department as soon as possible. Accommodation may be provided in all steps of the hiring process. Any questions regarding this posting should be directed to the Human Resources Department.



**JOB DESCRIPTION**

**Manager, Airport Administration & Service**

<b>Department:</b>	Administration	<b>Reports to:</b>	Airport CEO
<b>Effective Date:</b>	June 2023	<b>Supersedes:</b>	January 2020
<b>Classification:</b>	Management Class M3	<b>Job Evaluation Date:</b>	September 2014

**SUMMARY:**

Responsible for the safe and efficient operation of the Muskoka Airport in accordance with all applicable Transport Canada, Federal Government, and District Policies and agreements; ensuring effective relationships are maintained with airport based businesses and tenants, the aviation community and airport users; and fostering a positive image for the airport.

**MAJOR RESPONSIBILITIES:**

- Manage and coordinate the Muskoka airport operations, services and associated facilities in accordance with applicable legislation, regulation, policy, procedures and standards, and as directed, to ensure safety, security and accessibility of all airport facilities and to ensure that the airport continues to be certified.
- Manage, lead, and develop employees in a manner consistent with District values, policies and procedures, including selection, work scheduling, training, and performance evaluations.
- Act as the Safety Management System Manager responsible to the Accountable Executive for the implementation, management and maintenance of Transport Canada's required Safety Management System.
- Provide advice and information to senior management, the Airport Board of Directors, other groups or the public with respect to airport operations, development, projects, fees, policies, and procedures.
- Assist in the development and delivery of the airport business plan, budget preparation and monitoring, and other airport programs.
- Assist in negotiating land sales, leases and other agreements in accordance with approved policy.
- Act as a liaison between senior management and airport based business owners, tenants and airport users.
- Ensure effective management of third party consultants or contractors.
- Accountable for the safety and security of employees and workplaces and to ensure that employees work safely and in compliance with relevant statutes and regulations and within the safe work procedures and directives as established by the District.
- Related duties as assigned.

**EDUCATION, EXPERIENCE & QUALIFICATIONS:**

- Graduate of a post-secondary program in Airport Management, Aviation, or a related discipline.
- Four to five (4-5) years of progressive experience in airport operations and management, preferably in a unionized environment.
- A solid understanding of all federal aviation legislation, regulations, service standards and directives.
- Strong leadership, organization, interpersonal, teambuilding and coaching skills
- Excellent written and oral communication skills providing the ability to disseminate information to a variety of audiences
- Ability to exercise a high level of independence, coupled with the ability to effectively work in/ manage a team to accomplish objectives
- Demonstrated technical and technological proficiency.
- The ability to undertake both management and operational duties, as required.
- Valid Ontario driver's license and experience operating heavy equipment.

The District of Muskoka is an equal opportunity employer and values diversity in our workforce, encouraging applications from all qualified individuals

Our organization is committed to providing persons with disabilities with equal opportunities and standards of goods and services, and we are compliant with the Accessibility for Ontarians with Disabilities Act. If you require disability related accommodation to participate in the recruitment process, please advise the Human Resources department as soon as possible. Accommodation may be provided in all steps of the hiring process. Any questions regarding this posting should be directed to the Human Resources Department.