

# Become our Airport Manager at the Peterborough Airport

## Who we are

The Loomex Group is a North American group of companies that provides a wide range of services out of four main divisions: aviation and aerospace, infrastructure and asset management, education and compliance, and emergency management. For more information about The Loomex Group, visit [loomex.ca](http://loomex.ca).

We are seeking an airport manager for Peterborough Airport. The successful candidate will provide strategic leadership, support the airport's day-to-day operations, and ensure regulatory compliance.

This exciting opportunity will take you to the City of Peterborough, a one-of-a-kind place located in the heart of the Kawarthas on the Trent-Severn Waterway. Peterborough has many trails and parks, quality health care, and excellent schools and offers easy access to the natural beauty of cottage country.

## What you'll do

- Help design and carry out the City of Peterborough's strategic plans for the airport, including development plans and implementation plans.
- Serve as a representative of Peterborough Airport and help build strong relationships with all staff, contractors, customers, government agencies, and tenants.
- Oversee Peterborough Airport's operations, finances, emergency response protocols, administrative processes, and property management.
- Enhance Peterborough Airport's public image with all tenants and stakeholders.
- Improve the overall customer experience at Peterborough Airport.



This position is located in **Peterborough, ON**

All the benefits you're looking for in your career.



Health & wellness programs



Collaborative & inclusive culture



Learning & development opportunities



Attractive compensation



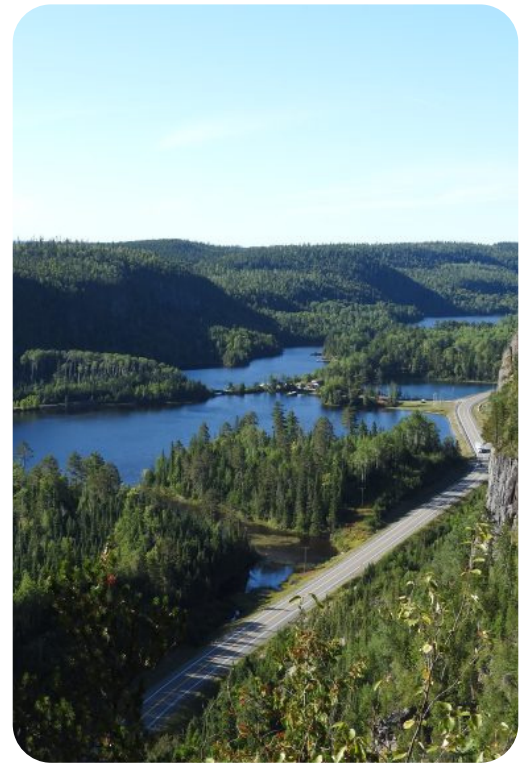
Career guidance

## What you'll do (continued)

- Help create growth opportunities at Peterborough Airport.
- Motivate, mentor, and engage your team through effective leadership tactics.
- Perform essential administrative tasks in alignment with the airport's daily operations.
- Ensure Peterborough Airport maintains compliance with applicable federal, provincial, and municipal regulations by enforcing airport policies and procedures.
- Analyze relevant data related to airport operations in order to assist with the completion of monthly and annual reports and planning.
- Manage Peterborough Airport's operational, making recommendations about capital expenditures (including funding applications) as applicable.
- Implement a work program that follows the requirements of Transport Canada and industry best practices (in regard to emergency responses, wildlife management, winter maintenance, and the operation of airport maintenance equipment).

## What you'll bring to the table

- 5 to 7 years of relevant leadership experience in an airport setting
- Post-secondary education in aviation (or equivalent aviation knowledge/experience)
- Proven leadership skills
- Previous project management experience
- Previous financial experience, including budget preparation and implementation
- Conflict resolution skills
- Previous experience in airport business development
- Previous experience working within a government or municipal structure
- Restricted Operator Certificate — Aeronautical (the incumbent must have a current certificate upon hire or be able to obtain the certificate within 30 days of being hired)



### Interested in adding your talents to our team?



Please email your resume and cover letter to [hr@loomex.ca](mailto:hr@loomex.ca).



We are accepting applications until the position is filled.



The salary for this role starts at \$75,000.



Feel free to reach out by phone or email if you have any questions.

We thank all those who apply. Please note that only those applicants who get selected for an interview will be contacted.

*The Loomex Group provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, colour, religion, age, sex, national origin, disability status, genetics, sexual orientation, gender identity or expression, or any other characteristic protected by federal, provincial, or local laws.*

## What you'll bring to the table (continued)

- Valid Class G driver's license (or equivalent) and a clean driver's abstract
- Knowledge of airport safety management systems, airport operations manuals, and emergency response plans
- Strong written and verbal communication skills (for responding to customers and completing any required airport documentation procedures)
- Proficiency with Microsoft Office software and performance management tools (such as AIM and Asana).

## Qualifications considered an asset

- Accredited Airport Executive designation
- Airfield Lighting Maintenance course completion
- Knowledge of municipal budget operations
- Private pilot's license or flight training experience
- Current CPR and first aid training
- Working knowledge of runway surface condition reporting
- Valid DZ or AZ license
- Experience operating heavy equipment or airport equipment

## Working conditions

- This is a full-time permanent position. As this is an office position, applicants must live within a one-hour drive of Peterborough Airport.
- This position involves working in an office environment and requires the incumbent to complete operational responsibilities.
- This position will require the ability to lift up to 30 kg, stand or sit for prolonged periods while using equipment or working at a desk, and lift, pull, and manage heavy equipment and objects.
- This position is expected to work regular business hours, Mondays to Fridays.
- Some evening and weekend shifts may be required due to emergencies or call-ins. The incumbent may also be required to work statutory holidays as needed.
- Work hours during the winter may vary.
- Benefits include an annual health spending account.



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