



Become our Duty 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.

Reporting to the Manager of the Peterborough Airport, the Employee will be assisting with daily operations at the Peterborough Airport. This role will be responsible for assisting with airside operations and maintenance, assisting clients and visitors at the airport and supporting the day-to-day operations and site safety of the Peterborough Airport.

Don't miss this chance to join our fast-growing team!

What you'll do

- Monitor airside and groundside operations, provide Unicom advisories to air traffic and escort persons/vehicles airside.
- Maintain an understanding of the Canadian Airport Regulations (CARs), TP 312, and other applicable regulations that govern updating airport manuals, policies and procedures.
- Comply with and execute Wildlife Management Plans, Emergency Response Plans, Inspection Programs, Safety Management Systems, Airport Operational Policy and Procedures
- Support and provide input into the development of management and corrective action plans for airport operations
- 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.
- Initiate the appropriate emergency response procedures and/or activate the airport's emergency response plan in the event that an emergency incident occurs; this may include being on call in the event of an airport emergency.



Position location:
Peterborough Airport

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



Health & wellness
programs



Collaborative &
inclusive culture



Learning &
development
opportunities



Attractive
compensation



Career guidance

- Provide assistance and support for distressed or disabled aircraft and assist in emergency operations by providing first aid, operating rescue equipment, operating radio equipment, providing information, and notifying fire and other emergency services in the event that an emergency incident occurs.
- Other duties as required

What you'll bring to the table

- Two – three years of experience in airport operations and/or equivalent education in aviation management or airport compliance.
- Proficiency with Microsoft Office
- Restricted Radio Operators Certificate (ROC-A)
- TP312E course or equivalent experience
- Excellent customer service and communication skills (verbal, written, and interpersonal), particularly for responding to customers and completing required airport documentation
- Desire to be a team player/collaborator who is comfortable interacting with various levels of the organization
- Self-starter with a strong work ethic and desire to learn
- Valid G driver's license and a clean driver's abstract
- Valid level 2 criminal record check

Qualifications considered an asset:

- Current CPR and first aid training
- A heavy equipment operator's certificate and/or DZ licence
- Firearms Possession and Acquisition Permit
- Airfield Lighting Course
- Previous experience in supervisory positions

What you'll do

- Work is performed both in an office and outdoor environments
- Work hours are on a seasonal rotation with core hours of 7am-6pm in winter or 7am-8pm in summer
- On-call requirements to support continuous operations of the airport



Interested in adding your talents to our team?



Please email your resume and cover letter to acallery@loomex.ca



We are accepting applications until June 12, 2023



This role has a wage of \$21 - \$25 hourly

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

THE **LOOMEX** GROUP

EXPLORER
SOLUTIONS
ACF
ASSOCIATES INC.

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.

