

**SUPERVISOR OF AIRFIELD OPERATIONS / TRAINER
INITIAL REPORTING LOCATION: GREATER SUDBURY AIRPORT**

PERMANENT POSITION

GROUP 10 – \$2,626.40 TO \$3,090.50 BI-WEEKLY

START DATE TO FOLLOW SELECTION PROCESS

**GREATER SUDBURY AIRPORT DIVISION
OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER**

Resumes quoting the above noted Job Posting Identification Number are invited and will be received by the HUMAN RESOURCES AND ORGANIZATIONAL DEVELOPMENT DIVISION, by e-mail at hrjobs@greatersudbury.ca or fax at 705-688-3979 for the above noted position until 4:30 P.M. ON TUESDAY, AUGUST 31, 2021. Any application received after this deadline will not be considered.

MAIN FUNCTION:

This position is responsible for assisting with coordinating and overseeing airfield operations and activities of the Airports Fleet Department as well as assisting with the development and delivery of training of Airport Operations personnel.

DUTIES:

UNDER THE DIRECTION OF THE MANAGER OF AIRFIELD OPERATIONS/DEPUTY FIRE CHIEF.

1. Supervise the summer and winter maintenance of all aircraft maneuvering areas, including the coordination of general maintenance, testing and repair of fleet vehicles and equipment, to ensure that safe and efficient surfaces exist to meet Transport Canada policies, standards, and guidelines.
2. Assist with the development of training programs and overseeing training of Airport Firefighting Services personnel in theory and practical to conform to Canadian Aviation Regulations established by Transport Canada to ensure a fire-free escape route for the safe evacuation or rescue of passengers and crew.
3. Attend all emergencies and act as a co-ordinator of activities in the Airport Emergency Operations Centre or on-scene as required.
4. Develop training syllabus material and facilitate training programs to enhance employee awareness, performance, and to safeguard compliance with all Transport Canada Federal and Provincial legislated standards and regulations, and develop corrective action plans as required.
5. Organize and deliver training programs, both in a controlled environment and in the field, utilizing accepted adult education concepts and practices.
6. Conduct field performance assessments to identify staff training and education requirements.
7. Maintain accurate records of education and training programs, including initial and ongoing staff certification.
8. Provide new and returning employees with orientation on Airport policies, procedures, safety management and equipment use.
9. Maintain a library of up-to-date literature, visual aids, etc. for training purposes.
10. Under the supervision of the Manager of Airfield Operations/Deputy Fire Chief, select, schedule, train, develop, and monitor the performance of airport operations staff; administer progressive discipline as required. Act as Management's representative in the grievance procedure in accordance with any respective Collective Bargaining Agreement.
11. Manage the procurement of supplies and materials for day-to-day operations.
12. Assist with the maintenance of applicable reports and logs for periodical reports.
13. Must maintain aircraft fire fighting certification as outlined in the Aircraft Fire Fighting Regulations.
14. Develop and maintain a thorough working knowledge of CGS's Safety Manual and the applicable Provincial Legislation listed therein.
15. Perform other related duties as required.

QUALIFICATIONS:

EDUCATION AND TRAINING:

Successful completion of Secondary School (Grade XII) Education.

Post Secondary Education in Aviation Studies, Airport Management and/or equivalent work experience.

Must have successfully completed a Trainer/Facilitator course

Must possess an Aircraft Fire Fighting Services (AFFS) certificate.

EXPERIENCE:

Minimum of three (3) years of related airport operations experience (including aircraft firefighting experience) and three (3) years of construction and maintenance experience (including heavy equipment operation experience) with at least one (1) year of responsible supervisory experience in the co-ordination of work crews and work assignments.

KNOWLEDGE OF:

Applicable Canadian Aviation regulations as well as environmental, security, and safety issues.

Heavy equipment maintenance requirements.

Computer software and administrative systems in a Windows environment (e.g. file maintenance, word processing, spreadsheet applications, information input and retrieval, etc.).

ABILITIES TO:

Read and interpret simple plans, sketches, drawings, and blueprints.

Possession of, or an ability to obtain, an Airside Vehicle Operator's Permit (AVOP).

Possession of, or an ability to obtain, a Restricted Area Identification Card.

Possession of, or an ability to obtain, Possession Acquisition Licence under the *Firearms Act*.

Acquire a Restricted Radio-telephone Operator's Certificate.

Understand and meet the needs of customers.

Create and respond appropriately to a continuous learning environment.

Balance conflicting demands from stakeholders.

Manage conflict; mediate disputes; assist in reaching consensus.

Manage the financial, human and physical resources of the airport.

PERSONAL SUITABILITY:

Mental and physical fitness to perform essential job functions.

Good mechanical aptitude.

Availability to work flexible hours in order to address operational issues or emergencies.

LANGUAGE:

Excellent use of English; verbally and in writing.

OTHER:

May require the use of a personal or CGS vehicle on GSA business.

Must be physically capable of operating a vehicle safely.

Possess a valid driver's licence, have an acceptable driving record, and personal insurance coverage.

LEADERSHIP COMPETENCIES:

Tactical Coordination and Direction (I)

Competency	Competency Definition	Level	Level Definition
Shaping the Future			
Innovation	Take a creative approach to problems or issues, "think outside the box", go beyond the conventional, and explore creative uses of resources.	3	Proposes innovative ideas
Judgment and Decision Making	Make sound decisions involving varied levels of complexity, ambiguity and risk.	2	Assimilates and interprets data to make competing decisions
Delivering Business Results			
Collaboration	Work and communicate collaboratively within City of Greater Sudbury to create alignment within and across teams and groups.	3	Collaborates beyond one's area
Customer/Citizen Focus	The desire to work closely with internal and external customers to meet and exceed their expectations.	2	Addresses underlying customer/stakeholder needs
Planning, Coordination & Execution	Plan and coordinate work to achieve desired results on a consistent basis.	3	Coordinates activities involving others within one's team
Aligning People & Teams			
Holding Self & Others Accountable	Hold others accountable to execute to high standards of excellence and hold themselves accountable to the same or higher standard.	3	Monitors performance and gives corrective feedback
Leadership	Inspire others to work toward common goals by engaging and empowering them, and providing clarity and direction.	2	Optimizes team effectiveness
Enhancing Personal Effectiveness			
Commitment to Continuous Learning	Continuously develop and enhance one's own and others' personal and professional skills, knowledge and abilities.	4	Models a learning orientation
Flexibility/Adaptability	Adapt and work effectively within a variety of situations, and with various individuals or groups.	2	Applies rules flexibly

Competency	Competency Definition	Level	Level Definition
Interpersonal Communication	Communicate effectively by reflecting on verbal and non-verbal behaviour, being attuned to the needs, perspectives and sensitivities of others and acting with them in mind.	3	Effectively uses empathy
Managerial Courage/Integrity	Acting with integrity, ensuring one's actions are consistent with City of Greater Sudbury's values and expectations.	2	Is publicly candid with the team, acting with integrity consistent with one's beliefs
Leadership Presence	Develop and maintain a sense of presence and emotional maturity and have an inner confidence that one can succeed and overcome obstacles.	3	Demonstrates personal courage

For more information on Leadership Competencies, please see our [Leadership Competency Dictionary](#).

Please quote the Job Posting Identification Number **IN21-S91** on your resume. For further instructions on how to apply for this position, please visit our [How to Apply](#) section.

All applicants are thanked for their interest in this position. Only those selected for an interview will be contacted. If contacted, and you require a disability related accommodation in order to participate in the recruitment process, you must advise the Hiring Manager.