

**Posting date:** March 9, 2022

**Job Title:** Supervisor, Terminal and Landside Operations

**Number of Vacancies:** 1

**Posting number:** EX22-297

**Status:** Permanent Position

**Range of Pay:** \$2,665.60 to \$3,136.70 bi-weekly (Subject to Review) (Range in effect April 1, 2022)

**Start date:** To follow selection process

**Initial Reporting Location:** Greater Sudbury Airport

**Section:** Greater Sudbury Airport

**Department:** Office of the Chief Administrative Officer

**Main Function:** This position is responsible for assisting with coordinating and overseeing terminal and landside operations and activities related to other facilities and systems at the Greater Sudbury Airport.

**Duties:** Under the general supervision of the Senior Manager, Airfield Operations/Fire Chief of the Greater Sudbury Airport.

1. Supervise the summer and winter maintenance of all landside areas.
2. Oversee schedule of preventative maintenance and repairs necessary to maintain the terminal facilities, equipment and grounds, and maintain records of such.
3. Oversee equipment and infrastructure spares and rotatable parts as appropriate for the maintenance program.
4. Oversee and troubleshoot facility HVAC, life safety, electrical, plumbing, controls, building automation and related systems.
5. Develop and maintain records and statistics for equipment and building components within the facilities, including age of structure, building area, life cycle, repairs, inspections and digital photographs.
6. Create work orders based on deficiencies found during terminal and landside inspections.
7. Coordinate a program of maintenance and repair of facilities with area of responsibility, parking systems, video recording systems, PA system, flight information display system, lightning detection system, access control, etc.
8. During non-office hours, act as the Senior terminal landside airport authority representative on site.
9. Provide passenger and Air Carrier support during irregular operations (IRROPS) through active management of resources, plans, standard operating procedures and programs including Apron Management.
10. Coordinate activities during IRROPS or peak periods as directed or deemed necessary.
11. In the event of an emergency, sets up Airport Terminal Operations Centre and coordinates emergency response with IC until senior airport management arrive.
12. Respond to Terminal and Landside inquiries and complaints and resolve same.
13. Ensure documentation of events follows company procedures to provide all relevant facts and documentation.
14. Maintain applicable reports and logs for periodical reports.
15. Under direction of the Director, Marketing, Airport Excellence and Innovation, supervise contracts and capital projects as required, in concert with various CGs departments and the Sudbury Airport Community Development Corporation (SACDC).
16. Manage the procurement of supplies and materials for day-to-day operations.
17. Participate in capital planning and determine equipment needs specifications and replacement programs.
18. Under the supervision of the Senior Manager, Airfield Operations/Fire Chief of the Greater Sudbury Airport, select, schedule, train, develop and monitor the performance of airport operations staff; administer progressive discipline as required.
19. Analyze systems performances, detect and eliminate safety hazards.
20. Develop and maintain a thorough working knowledge of CGS's Safety Manual and the applicable Provincial Legislation listed therein.
21. Perform other related duties as required.

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**Qualifications:**

**Education and Training:**

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

**Experience:**

Minimum of three (3) years of building and grounds maintenance experience, with a least one (1) year of responsible supervisory experience in the coordination of work crews and work assignments.

**Knowledge of:**

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

Building systems 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.

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

Possess, or ability to obtain, a Restricted Area Identification Card.

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 the financial, human and physical resources of the Airport.

Manage conflict; mediate disputes; assist in reaching consensus.

**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.

French verbal skills highly desirable; written skills an asset.

**Other Requirement:**

May require the use of a personal or CGS vehicle on CGS business. Must be physically capable of operating a vehicle safely, possess a valid driver's license, have an acceptable driving record, and personal insurance coverage.

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**Leadership Competencies: Tactical Coordination and Direction (I):**

Competency	Competency Definition	Level	Level Definition
<b>Shaping the Future</b>			
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
<b>Delivering Business Results</b>			
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
<b>Aligning People &amp; Teams</b>			
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
<b>Enhancing Personal Effectiveness</b>			
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
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 refer to our website: [www.greatersudbury.ca/jobs](http://www.greatersudbury.ca/jobs)

Résumés quoting **EX22-297** are invited and will be received by the City of Greater Sudbury’s Human Resources and Organizational Development Division, by e-mail at [hrjobs@greatersudbury.ca](mailto:hrjobs@greatersudbury.ca) or fax at **705-688-3979**, for the above noted position until **4:30 p.m. on Tuesday, March 29, 2022**. Any application received after this deadline will not be considered.

All City of Greater Sudbury employees are required to be fully vaccinated as a condition of hire in accordance with the City’s mandatory Vaccination Policy. Please do not submit your proof of vaccination with your resume. This information will only be required if you are selected as the candidate of choice. For more information, please visit our website at [www.greatersudbury.ca/jobs](http://www.greatersudbury.ca/jobs).

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.

The City of Greater Sudbury is dedicated to maintaining a fair and equitable work environment, and are happy to hire qualified (including education credential) applicants from anywhere. In order to hire a candidate one must be legally entitled to work in Canada, with legally entitled being defined as having all of the necessary paperwork processed, approved and responded to, by way of a work permit being issued and received. Personal information submitted will be used for the purpose of determining suitability for this competition only in accordance with The Municipal Freedom of Information and Protection of Privacy Act.