



NOTICE OF JOB VACANCY

Posting #: 2021-1784

Department/Division: Planning, Development & Legislative Services/Region of Waterloo International Airport

Hours of Work: 35 hours per week

Union: C.U.P.E. Local 1883

Grade: 010

Salary/Wage: \$57,057.00 - \$64,846.60 per annum/\$31.35 - \$35.63 per hour (under review)

Location: Region of Waterloo Airport, 1-4881 Fountain St. N, Breslau

Closing Date: July 8, 2021

Join one of Canada's most innovative communities!

Waterloo Region's thriving aerospace sector includes over 85 businesses, fueled by world class talent. Region of Waterloo International Airport (YKF) is a full-service, customer-friendly facility that supports commercial, corporate and general aviation.

Your Role

Supports the planning and implementation of construction and special projects at the Region of Waterloo International Airport. Coordinates logistics with airport staff and contractors, consultants, and other stakeholders to ensure work meets regulatory requirements, project specifications, and timelines to limit service disruptions to airport operations.

Knowledge, Skills & Abilities Required:

- Knowledge of airport certification and operations requirements and procedures, airport regulations and standards, including aerodrome safety inspection practices and procedures, and familiarity with aircraft types, airport and airline operations, roles, responsibilities and operational procedures, acquired through a 2-year college diploma in aviation management plus 2 years of related experience (or an equivalent combination of education and experience).
- Knowledge of and ability to comply with policies and procedures, airport certification and operations requirements, procedures, and legislation/regulations (e.g., Transport Canada, Canadian Aviation Regulations Standards (CARS), Manual for Aerodrome Standards & Recommended Practices (TP312E), Airports Capital Assistance Program (ACAP), and emergency procedures.
- Analytical, organizational, and problem solving skills to implement and coordinate work requirements; resolve related operational issues; work independently; maintain project documentation and data; and adapt to shifting priorities.
- Communication and human relations skills to work effectively and exchange

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information with stakeholders (project team, consultants, contractors, airport staff, air traffic control staff); respond to complaints from tenants; work with staff to coordinate logistics; conduct safety training for contractors and consultants; present information to project teams and management; and participate as an effective team member.

- Ability to read and interpret regulations/legislation governing airport operations and related publications, technical drawings, project plans, flight schedules and notices, and other data sources.
- Ability to write technical reports, operational procedures, flight schedules, regulatory applications and submissions, and notices.
- Computer skills with ability to use software such as Microsoft Office, CAD software, and digital media programs.
- A valid Restricted Radio Telephone Operators Certificate must be obtained within 10 business days of employment. Ability to use a two-way radio.
- Must possess Airport Vehicle Operators Permit (AVOP) or attain within 10 days of employment.
- Must provide an acceptable Transport Canada Restricted Area Identification Card (RAIC) within probationary period and/or as a condition of employment.
- Must have a valid class G driver's license (or G2 with 3 years of driving experience) and satisfactory driving record to operate corporate vehicles.
- Ability to flex/alter hours to accommodate projects.
- Ability to support and demonstrate the Region's values.

For full position details and to apply to this exciting opportunity, please visit the career opportunities section of the Region of Waterloo website at https://ats.region.waterloo.on.ca/region/job_opportunities_ext.php and refer to competition number 2021-1784.

We invite applicants to apply on line by 11:59 p.m. on 8th of July 2021.

We thank all applicants in advance; however, we will be corresponding only with those selected for an interview..

The Region of Waterloo is an equal opportunity employer committed to diversity, inclusion, and supporting the well-being of our employees. We encourage qualified applicants to apply and will accommodate the needs of qualified applicants under the Human Rights Code in all parts of the hiring process

Alternate formats of this document are available upon request. Please contact the Service First Contact Centre at phone number 519-575-4400, or TTY number 519-575-4608 to request an alternate format.