

## Job Opportunities

### Manager, Airport Operations

#### Manager, Airport Operations – Full-Time

***Join us in pushing the boundaries of what's possible.***

*Region of Waterloo Council has a mandate to reimagine the future and bold and compelling vision to build a world-class community. At the Region, we work towards that vision on a daily basis and strive to improve the lives of all 630,000 residents by delivering critical, high-quality and inclusive services, and helping to build a thriving economy.*

*We're a progressive regional government providing critical programs and services that make a difference in our residents' lives every day and committed to fostering opportunities for current and future generations.*

*This is an organization where employees are valued. It is a place where employees are recognized for their talents. Our employees take pride in the work they do, and understand that what they do improves the lives of the Region's residents.*

*We are looking for people like you to make our vision a reality.*

*In addition to offering a competitive compensation package, we have a strong focus on health and wellness, including fitness facilities and family-focused benefits.*

*[Click here to learn more about why you should work for the Region and about our vision](#)*

*[Click here to learn about our strategic focus](#)*

#### **Your role:**

In this Senior Leadership role within the Region of Waterloo International Airport, you will manage all aspects of airport operations, including maintenance, and security, on the groundside and airside, as well as terminal operations. This position ensures the safe and consistent flow of aircraft,

passengers and employees through the airport and that operations are in compliance with rigorous safety standards and regulations.

### ***Bring Your Experience to the Region of Waterloo***

If you have comprehensive knowledge of the Canadian Aviation Regulations, Canadian Aviation Security Regulations, airport certification and operations requirements and procedures, grounds and asphalt maintenance processes, safety management systems, security planning, the Manual for Aerodrome Standards & Recommended Practices (TP312E) and other related legislation (including health and safety) as well as a degree/diploma in a related field we would love to hear more about you and talk to you about the role.

### ***Apply Your Knowledge, Skills and Abilities:***

To assume the role of Manager, Airport Operations, you will have a profile that reflects the following strengths:

- Experience in the aviation industry and airport/aviation operations
- Must have or be pursuing and achieve accreditation with the International Association of Airport Executives (completed within 3 years of hire).
- Knowledge of and ability to comply with policies, procedures, collective agreements, and legislation/regulations (e.g., Transport Canada, NAV Canada, Canadian Aviation Regulations, Canadian Aviation Security Regulations, health and safety, emergency response).
- Ability to assume the role of on-scene controller during an emergency response.
- Must be certified in Incident Management Systems program (post-hire).
- Knowledge of airport quality assurance programs, including auditing processes.
- Analytical, problem solving, and continuous improvement skills to organize/coordinate work; ensure regulatory compliance; develop short and long term operational plans; and provide recommendations to increase the efficiency and effectiveness of airside operational processes and procedures.
- Leadership, communication, and human relations skills to supervise, train, develop, motivate, and support staff; provide guidance, instruction, and information to contractors and tenants; and participate as an effective team member.

- Ability to read and interpret aviation weather terminology, leases, contracts, blueprints, and electrical drawings. Ability to write letters, technical reports, operating procedures, manuals, orders, and plans.
- Computer skills with ability to use software such as Microsoft Office.
- Must have/maintain a firearms possession acquisition license (PAL) or attain within probationary period.
- Must have a valid Restricted Radio Telephone Operators Certificate (Class "Aeronautical") and valid Airside Vehicle Operators Permit (AVOP) or obtain within ten days of employment.
- Must provide a Secret Level Security Clearance from Transport Canada within 6 months of hire and/or as a condition of employment and a Restricted Area Identification Card (RAIC) to meet federal security requirements within probationary period and/or as a condition of employment.
- Ability to travel within Waterloo Region, other parts of Canada and to the USA as required for training, conferences, and seminars.
- Ability to support and demonstrate the Region's values.

The salary of this position ranges from \$99,426.60 - \$124,287.80 per annum (Grade: 8 on the management/management support wage scale).

Please apply online, by the closing date **Oct 04, 2021** quoting competition number **2021-2081**.

We are committed to employment equity and 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, TTY number (519-575-4608) to request an alternate format.

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