



LEAD CHANGE AND MAKE AN IMPACT  
IN CANADA'S BIGGEST CITY



The Toronto Port Authority, doing business as PortsToronto operates the Billy Bishop Toronto City Airport, the Port of Toronto and the Outer Harbour Marina. We are proud to be partners in securing Toronto's economic prosperity and enhancing its beautiful waterfront for all to enjoy.

If you are looking for a great career and a chance to make an impact, then PortsToronto has the following opportunity awaiting you:

## AIRPORT DUTY MANAGER

### Billy Bishop Toronto City Airport (BBTCA)

Located at the Billy Bishop Toronto City Airport (BBTCA), this position is responsible to ensure the integrity and efficiency of daily airport operations, which includes managing irregular operations (IRROPS) and emergency situations. The responsibilities also include 'day of' compliance to Aviation and Marine Safety and Security regulations.

This role is the 'day of' management oversight for the on duty ferry crew, airport maintenance team and fire crew.

#### PRIMARY RESPONSIBILITIES

- Coordinate, and manage all actives of airport staff, which includes airside, ferry, and groundside operations.
- Manage the staffing level to ensure sufficient airport staff is on duty to perform operations, including generating of the staffing schedule and authorize vacation and lieu time off.
- Issue Notice to Airmen (NOTAMS) and notice to ships (NOTSHIP) when required. Monitor the daily transmission of NOTAMS as pertaining to the daily operation of the BBTCA.
- Monitor maintenance and/or construction projects and programs, and the general day-to-day maintenance of the facility, including potential hazards to airport employees and the public; arrange for urgent or emergency repairs or service by internal or external sources.

- Monitor the performance of airlines, tenants, concessionaires and others to ensure their adherence to BBTCA and other Federal policies and programs, etc.
- Monitor and manage compliance with Canadian Aviation Regulations (CAR's), Aerodrome Security Measures, (ASM's), and tenant security responsibilities.
- Ensure adequacy of protective security measurers leading to the primary security line and the security perimeter fencing to prevent unauthorized entry to the airside or other restricted areas of the airport.
- Monitor weather reports to determine potential of "Off-the-Wall" ferry operations and prepare for irregular operations.
- Inspect Mainland and Island Side Passenger Terminal Facilities, floors, washrooms, garbage bins and windows to ensure a clean and professional airport facilities.
- Provide Airport Vehicle Operators Program (AVOP) training and testing that will lead to the issuance of "DA" license for the apron or "D" license for driving on aircraft maneuvering areas.
- Monitor and manage Safety Management Systems, Tall Ship procedures and Wildlife Control procedures. During winter operations, timely monitor and report runway conditions and manage snow removal operations both airside and groundside.
- Complete or review all reports, forms and logs pertaining to operations activities on assigned shifts for accuracy and completeness, including Aircraft Movement and Surface Condition Reports, Canadian Runway Friction Index Reports, incident/accident, WSIB, daily shift reports, etc.
- Manage emergency situations and irregular operations, activate and manage the Emergency Co-ordination Centre (ECC) as required and adhere to proper emergency call-out procedures.
- Order fuel and other operating supplies as required.
- Host operations briefings with major stakeholders as required.
- Respond to complaints from staff, air carriers, tenants, concessionaires and the general public.
- Incident / Accident investigations for Root Cause and recommendations for corrective actions.

## QUALIFICATIONS

- Post-secondary education with a Certificate or Diploma Aviation Management, or accreditation by the International Association of Airport Executives (IAAE)
- Minimum five (5) years direct experience in airport operations, airline operations or other related fields of airport management
- Minimum two (2) years leadership experience directly managing people, in a matrix organization with multiple operations preferred
- Outstanding customer service orientation, with the ability to diffuse tense situations
- Superior interpersonal skills, able to interact with all levels in a professional, positive manner, able to building trusting relationships and be a team player
- Solid leadership ability managing, coaching and developing direct reports, experience in a unionized environment an asset
- Excellent, effective communication skills, both oral and in written format, creating and delivering business presentations
- Able to influence, collaborate and negotiate cross functionally, as well as with external stakeholders to achieve results.
- Strong decision making skills and effective at problem solving and negotiating resolutions
- Proficient computer skills with Microsoft Office products
- Excellent time and project management, organized, possessing a solid ability to plan and follow up
- Able to multi-task, manage and meet deadlines and adapt easily to change
- Valid Class 'G' driver's license is required, DZ an asset

## NOTE:

- **This position rotates through 7 days per week, including holidays. (3 day shifts, 3 afternoon shifts, 3 days off)**

**SPECIAL CONDITIONS:**

- Must be able to obtain a RAIC (Restricted Area Identification Card)
- Criminal record and credit check will be conducted on hire.

We offer a challenging and rewarding place to work, and provide our employees with a positive work environment.

**Interested and qualified candidates are invited to e-mail a resume along with a covering letter outlining how your experience supports our position requirements to: [careers@porttoronto.com](mailto:careers@porttoronto.com) on or before *March 12<sup>th</sup>, 2018*.**

In the Subject line, please quote: **AIRPORT DUTY MANAGER**

We thank all applicants for their interest. However, only applicants selected for an interview will be contacted.

PortsToronto is an equal opportunity employer.

*To learn more about the Toronto Port Authority operating as PortsToronto and the exciting work we are doing to be a city-builder and transform Toronto's waterfront go to [www.porttoronto.com](http://www.porttoronto.com)*