

Airport Operations Specialist

If your knowledge of airport operations and Transport Canada regulations and guidelines is combined with related maintenance experience, consider joining the Region of Waterloo International Airport in this full-time position.

As an Airport Operations Specialist, you will maintain grounds, facilities and equipment of the Region of Waterloo International Airport (ROWIA) in accordance with Canadian Aviation Regulations, Provincial and Federal Regulations as well as Regional policy and safety standards. Your familiarity with emergency response procedures will also enable you to provide Aircraft Rescue and Fire Fighting (ARFF) and medical emergency first response services for the Airport.

While working primarily 40 hours per week, you will be expected to work variable shifts and hours year round, including weekends and statutory holidays, as well as overtime, rotating, extended, or irregular shifts.

KNOWLEDGE, SKILLS & ABILITIES REQUIRED

To assume the role of **Airport Operations Specialist**, you will have the following profile:

- Knowledge of airport operations, procedures and requirements as well as all major components of an airport in order to maintain an aerodrome, and carry out ground, building, equipment and vehicle maintenance, as well as communication and arithmetic skills, normally acquired through the attainment of a Grade 12 secondary school education and two (2) years' related maintenance experience.
- Ability to meet Transport Canada regulations pertaining to the operation of all airport vehicles and machinery, normally acquired through ROWIA's Airport Operations Specialist internal 7-week in-class training program, and 2 years on the job, including certification in Aircraft Rescue and Fire Fighting (ARFF) as detailed by Transport Canada's regulations, including full retraining every 3 years. First Responder recertification is conducted bi-annually, with an annual refresher course.
- Airport Vehicle Operators Permit (AVOP) or ability to attain within 5 days of employment at the Region of Waterloo Regional International Airport; Restricted Radio Telephone Operators Certificate, Aeronautical Class; Chainsaw Safety Certification or ability to attain within 6 months of employment; Firearms Possession and Acquisition Permit; Valid First Responder, C.P.R. Certification and Emergency First Aid training.
- Familiarity with Transport Canada regulations/guidelines, including Manual of Airport Traffic Directives, Radio Telephone Operators Handbook, Canadian Aviation Regulations, Airline Security Regulations, Aerodrome Standards and Recommended Practices, Canadian Aviation Security Regulations, as well as Regional policies and procedures.
- Communication skills in order to respond to inquiries from tenants and members of the public and participate as an effective team member.
- Understanding of Emergency Response Procedures and ability to assume the role of first responder when an emergency response is required.
- Ability to read and interpret aviation weather terminology.
- Ability to operate a decelerometer and a surface conditions and reports system.
- A valid Class D driver's licence with Z brake endorsement and an acceptable driving record, in order to operate a Regional vehicle.
- Ability to travel to the United States for training.
- Ability to support and project values compatible with the organization.

NOTE: Must provide an acceptable Police Records Check and Transport Canada Security Clearance Check for RAIC (Restricted Area Identification Card) in order to comply with Transport Canada requirements.

Where people matter and ideas grow

Serving a diverse population of over 560,000, the **Region of Waterloo** is a growing community where people matter and ideas grow. Our mission is to serve, engage and inspire – residents, businesses and

staff alike. This means delivering quality services while creating a positive, inclusive workplace where our employees are valued and respected for their talents and contributions to our success.

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

Please visit our website, at www.regionofwaterloo.ca, for a detailed description of this Airport Operations Specialist position and to apply online before 11:59 p.m., **Monday, June 20, 2016**. If you prefer, send your resume, quoting **competition number 2016-1373**, to: The Regional Municipality of Waterloo, Human Resources, 150 Frederick Street, 3rd Floor, Kitchener, ON N2G 4J3.

We are committed to diversity and inclusion, and thank all applicants in advance; however, we will be corresponding only with those selected for an interview. We will accommodate the needs of qualified applicants under the Human Rights Code in all parts of the hiring process.