

Job Opportunities

Airport Duty Manager

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 leadership role within the quickly growing Region of Waterloo International Airport, you will manage airport-wide “day of” operations in a 24/7 environment, including airside, groundside, and air passenger terminal operations. You will also monitor daily activities, including weather and irregular

operations to ensure timely and competent response/coordination in compliance with policies, procedures, and regulations/legislation.

Bring Your Experience to the Region of Waterloo International Airport

If you have airport operations experience and comprehensive knowledge of the Canadian Aviation Regulations, Canadian Aviation Security Regulations, airport certification and operations requirements 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 Airport Duty Manager, you will have a profile that reflects the following strengths:

- Experience in the airport and aviation industry
- Knowledge of airport quality assurance programs, including auditing processes.
- Knowledge of and ability to comply with policies, procedures, collective agreements, and legislation/regulations (e.g., Transport Canada, NAV Canada, Canadian Aviation Regulations Standards, Canadian Aviation Security Regulations, health and safety, privacy).
- Ability to assume the role of on-scene controller during an emergency response.
- Must be certified in Incident Management Systems program (post-hire).
- Must become a member of the International Association of Airport Executives Canada (IAAE), and enrolled in the accreditation program (completed within 3 years of hire).
- Organizational and problem solving skills to organize/coordinate the work of staff; implement regulations, policies, and procedures; resolve operational issues to reduce impact to flow; and analyze weather and surface conditions and assess requirements for maintenance activities.
- Leadership and communication skills to supervise, train, develop, motivate, and support staff; communicate changes due to irregular operations to senior management, staff, tenants, airlines, and stakeholders; and participate as an effective team member.
- Ability to read and interpret aviation weather terminology, notices, and reports. 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 a valid Restricted Radio Telephone Operators Certificate (Class "Aeronautical") and a valid Airside Vehicle Operators Permit (AVOP) or obtain within 10 days of employment.
- Must have a valid G driver's license and acceptable driving record upon hire to operate corporate vehicles.
- Must provide an appropriate 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 work rotating shifts, which cover 24 hours/day, including weekends and statutory holidays, unless otherwise assigned.
- Ability to support and demonstrate the Region's values.

The salary of this position ranges from \$ 73,964.80 - \$ 92,456.00 per annum (Grade: 5 on the management/management support wage scale).

Please apply online, by the closing date October 4, 2021 quoting competition number 2021-2080.

Please apply online, by the closing date **Oct 04, 2021** quoting competition number **2021-2080**.

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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