



**Airport Manager
Lindsay, Ontario**

The City of Kawartha Lakes is a growing municipality in the Lindsay area providing municipal services to its 75,000+ residents and seasonal guests. The City of Kawartha Lakes is one of the largest employers in the area with a large variety of professionals in its employ. Incorporated in 2001 as a single-tier municipality, the City of Kawartha Lakes is a young organization providing opportunity for growth and learning.

Job Summary: Under the direction of the Airport Board, the Airport Manager will perform a wide variety of functions including the day-to-day aspects of airfield operations in accordance with Transport Canada and Canadian Aviation regulations. In addition, this position is responsible for the overall operation, promotion and marketing of the Airport. On a day-to-day basis, you will be expected to oversee the maintenance of the airport grounds and runways; manage the Airport fuel depot sales and related activities; arrange for cleaning and building maintenance activities of Airport Buildings, along with maintaining all facility records such as flight operations, equipment inventories, receipts and disbursements; ensure compliance with various Health and Safety legislation and fire regulations, including maintain methods and procedures for sounding alarms, evacuation, and any other pertinent procedures related to safety of persons and property; monitor the operation of the radiotelephone in accordance with the conditions of licensing in the Radio Act and Regulations; and promote the Airport and assist in the planning and conducting of special projects such as air shows, fly-ins or receptions, etc. To achieve this, you will be working independently and in concert with the Airport Board, contractors and other City departments as required. Your work will enable the Airport to continually improve service, quality and customer satisfaction, with reliance on your excellent leadership, planning and coordination skills.

Requirements and Qualifications: You will be a motivated self-starter with a post-secondary diploma in Aviation Management, a related field or equivalent. You will have a minimum of 2 years of related experience, preferably in aviation management and operations, with good working knowledge of the current Canadian Aviation Regulations (CARS) and TP 312-5th edition document. You will require knowledge of airport safety regulations and procedures, economic development, advertising, marketing and public relations. You will have significant management experience and an understanding of local government, along with experience in preparation of annual capital and operating budgets. You will have excellent interpersonal, project and time management, organizational, analytical, communication and presentation skills. In addition, you will have strong computer skills with additional working experience and knowledge of social media and web development.

Salary: To be determined

How to Apply: Applications may be submitted by email no later than November 12, 2014 at 4:00 p.m. quoting Job #14-153 to:

City of Kawartha Lakes
P.O. Box 9000, Lindsay, ON K9V 5R8
Email: jobs@city.kawarthalakes.on.ca

We appreciate the interest of all applicants; however only those selected for interviews will be contacted. We will accommodate the needs of applicants in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise Human Resources to ensure your accessibility needs are accommodated throughout this process.