

# Become our next

## Airport Manager at the Peterborough Airport

### Who we are

The Loomex Group is a North American group of companies that provides a wide range of services out of four main divisions: aviation and aerospace, infrastructure and asset management, education and compliance, and emergency management.

We are actively seeking candidates for the position of Airport Manager for Peterborough Airport. Reporting to the Director of Airports, this position will support the day-to-day operations and site safety of the airport. This exciting opportunity will take you to the City of Peterborough, a one-of-a-kind place located on nature's doorstep. Home to many trails and parks, with easy access to cottage country and the lakes and beauty that it offers.

### What you'll do

- Execute a work program that follows Transport Canada regulatory requirements and industry best practices and includes the components of emergency response, wildlife management, management of extreme weather events on-site and ensuring that all equipment on site is maintained to compliance standards.
- Monitor airside and groundside operations, and escort persons/vehicles airside if required.
- Ensure adherence to the airport inspection program and the safety management system's regulations.
- Manage documentation of airside safety and security, airfield/runway inspections and wildlife inspections and control.
- Supervise, lead, and develop the airport operations staff
- Work with the accountable executive on operational issues as required
- Ensure the health and safety of all airport operational staff and airport users.



Position location:  
Peterborough, ON



### All the benefits you're looking for in your career.



Health & wellness  
programs



Collaborative &  
inclusive culture



Learning &  
development  
opportunities



Attractive  
compensation

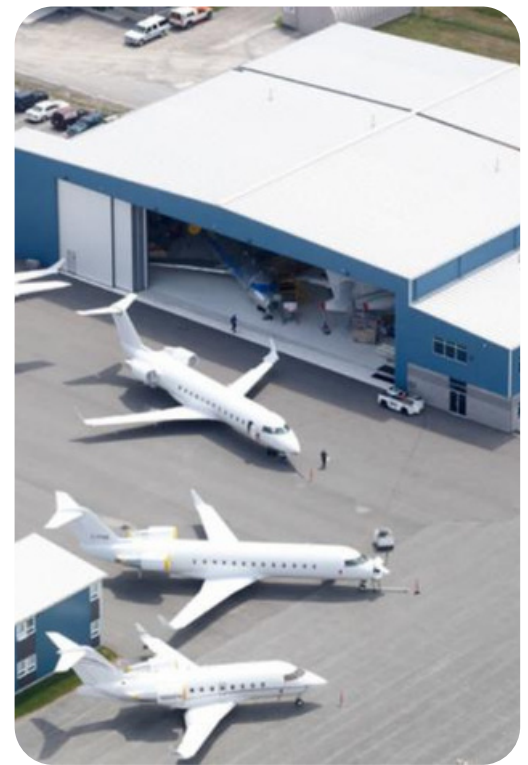


Career guidance

- Monitor and assists as required with onsite fueling and complete regular monitoring and safety checks of fueling equipment to ensure site security
- SMS and operations manual upkeep and compliance checks
- Ensure airport policies are followed and make recommendations for policy modifications or the creation of standard operating procedures.
- Receive, monitor, and respond to community relations needs as required
- Explain and enforce airport rules and regulations
- Manage the airport's operational budget and make recommendations for capital expenditures, including applications for funding.
- Initiate emergency responses and the activation of the airport's emergency response plan if required.
- Be responsible for responding to emergency events at the airport and serving as the on-scene controller during the emergency's life cycle.
- Be responsible for business development initiatives at the airport
- Contribute to the development and implementation plans of the City of Peterborough and aid in the execution of strategic plans
- Prepare invoices and monitor the airport's accounts receivable
- Develop, maintain, and implement airport manuals
- Engage with the airport's tenants, employees, customers, and industry representatives in a professional and courteous manner.
- Work with the municipal staff and other groups operating out of the airport on safety, maintenance and improvement operations.
- Attend client meetings and management meetings as required

## Working conditions

- Full-time permanent position
- Reporting to the Director of Airports
- Winter hours may vary (based on weather conditions)
- Benefits include an annual health spending account
- The position requires working in an office and outside (both airside and groundside)
- Work hours are primarily completed in 8 hour shifts on a regular Monday to Friday schedule, however, the position is required to occasionally work evenings, weekends, statutory holidays, and after-hours during emergencies or call-ins
- Given the nature of this position, applicants must live within a one-hour drive of the Peterborough Airport



Interested in adding your talents to our team?



Please email your resume and cover letter to [acallery@loomex.ca](mailto:acallery@loomex.ca)



We are accepting applications until April 21st, 2023.

If you have any questions or require additional details about the position, don't hesitate to reach out to [acallery@loomex.ca](mailto:acallery@loomex.ca)



## What you'll bring to the table

- Post-secondary aviation education or equivalent aviation knowledge/experience
  - TP 312E course completion or equivalent experience
  - Restricted Radio Operators Certificate (ROC-A), or obtain a ROC-A within 30 days of being hired
  - Good written and verbal communication skills for responding to customers and completing any required airport documentation procedures
  - Previous experience leading an operations team
  - Proficiency with Microsoft Office software
  - Previous experience working within a government or municipal structure
  - Valid Class "G" driver's license, or equivalent, and a clean driver's abstract
- This position requires the ability to lift up to 30 kg, stand or sit for prolonged periods while using equipment or at a desk, and lift, pull, and manage heavy equipment and objects



## Qualifications Considered an Asset

- Knowledge of municipal budget operations is considered an asset
- Safety and operations experience with aircraft fueling and airside/underwing operations is highly valued.
- Airfield Lighting Maintenance Course
- Accredited airport executive designation
- Private pilot's license or flight training experience
- Current CPR and first aid training
- Working knowledge of runway surface condition reporting
- Experience operating heavy or airport equipment
- Previous experience in airport business development is highly valued.

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We thank all those who apply. Please note that only those applicants who get selected for an interview will be contacted.

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*The Loomex Group provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, colour, religion, age, sex, national origin, disability status, genetics, sexual orientation, gender identity or expression, or any other characteristic protected by federal, provincial, or local laws.*

