

**The Loomex Group is  
NOW HIRING FOR:  
AIRPORT MANAGER,  
TILLSONBURG REGIONAL AIRPORT**


Reporting to the General Manager of Airports with the Loomex Group, the Airport Manager is responsible for many administrative tasks, and safety sensitive functions in the daily operation of the Tillsonburg Regional Airport. This includes a variety of tasks in the Airport Administrative offices and Airside/Groundside operations.



To apply for this position, please send a resume and cover letter to [swebster@loomex.ca](mailto:swebster@loomex.ca)



The application deadline to apply is October 1, 2021



The Loomex Group is growing again! We specialize in: Airport management and compliance, emergency response plans, scribe notetaking, documentation, debriefing, after-action reporting, business continuity, staff health and wellness, pandemic planning, large-scale emergency response exercises, and business resumption plans.

We are actively seeking a candidate for the position of Airport Manager at Tillsonburg Regional Airport. This airport in south-western Ontario has 3 runways, a modern terminal, on-site maintenance and avionics services, a flight school, and is home to more than 50 aircraft. Come join our growing team!

### Job Purpose:

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This full-time position with benefits, reports to the General Manager of Airports. The Airport Manager is responsible for many administrative tasks, and safety sensitive functions in the daily operation of the Tillsonburg Regional Airport. This includes a variety of tasks in the Airport Administrative offices and Airside/Groundside operations.

### Duties and responsibilities will include, but are not limited to:

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- Monitoring of airside and groundside operations and escort persons/vehicles airside if required
- Ensuring the adherence to the Airport Inspection Program and Safety Management System regulations
- Manage Airside safety and security through the performance of airfield/runway inspections and wildlife inspections and control.
- Supervising Airport Operations staff
- Working with the Accountable Executive on operational issues as required
- Ensuring the health and safety of operational staff and airport users
- Explaining and enforcing Airport rules and regulations
- Ensuring Airport policies are followed, make recommendations for policy modifications, or creation of Standard Operating Procedures (SOP)
- Receiving, monitoring, and responding to community relations as required.
- Manage the airport's operational budget and make recommendations for capital expenditures including applications for funding.
- Initiate emergency response/activation of Airport Emergency Response Plan.
- Responsible for responding for an emergency event at the Airport and operate as the On-Scene Controller during the emergency
- Responsible for business development for the Airport
- Contributing to the development and execution of the Town of Tillsonburg and the Tillsonburg Regional Airport Strategic Plans
- Preparing invoices and monitoring Accounts Receivable
- Developing, maintaining, and implementing Airport manuals
- Engaging with Airport tenants, employees, customers, and industry representatives in a professional and courteous manner
- Effectively leading and developing the Airport Operations staff
- Working with the Town of Tillsonburg's staff on Municipal related issues
- Attending the Town of Tillsonburg Council and Management meetings as required, and attend the Tillsonburg Regional Airport Advisory Committee meetings as required







## Qualifications and Requirements

- Post-Secondary Aviation Education or equivalent aviation knowledge/experience
- TP312E course or equivalent experience
- Restricted Radio Operators Certificate (ROC-A) or obtain one within 30 days of being hired
- Communication skills, written and verbal, to respond to customers and complete required Airport documentation procedures
- Proficiency with Microsoft Office software
- Previous experience working in a Government or Municipal Structure
- Valid Class "G" driver's license or equivalent
- Experience in Airport business development

### Qualifications considered assets to the position:

- Experience working in a unionized environment
- Airfield Lighting Maintenance Course
- Accredited Airport Executive designation
- Private Pilot's License or flight training experience
- Current C.P.R. and First Aid training
- Working knowledge of runway surface condition reporting
- Experience with operating heavy or airport equipment

## Working Conditions

The position requires working in the office and outside both airside and groundside. The hours of work are primary Monday to Friday 8:00 a.m. – 5:00 p.m. However, there is a requirement to sometimes work evenings, weekends, and Statutory Holidays or after hour emergencies or call-ins. In addition, Given the nature of this position, applicants must live within a one hour's drive of the Tillsonburg Regional Airport.

The Loomex Group has multiple locations within Canada. Depending on business needs and financial requirements, the Successful Candidate may be transferred or requested to travel to another location as required. In the event of a transfer, the Successful Applicant will be provided advanced notice to support a successful transition.

## Physical Requirements

This position requires the ability to lift up to 30 kg, sit or stand for prolonged periods while using equipment or at a desk, lifting pulling, and managing heavy equipment and objects.

## Applying

To apply for this position, please send a resume and cover letter by **October 1, 2021** to Sarah Webster, Executive Assistant, at **[swebster@loomex.ca](mailto:swebster@loomex.ca)**