

**Posting Date: Wednesday, April 3, 2019**

**Closing Date: Wednesday, April 17, 2019**

The Niagara District Airport is located in the heart of the world famous Niagara Region, ideally positioned for both business and tourists. In addition to the famous Niagara Falls, the region offers historic Niagara-on-the-Lake and its popular Shaw Festival Theatre, an abundance of local wineries with restaurants & fine dining, outstanding golf courses, Casino Niagara and the Fallsview Casino Resort.

Our airport has a 5,000-foot runway, 24-hour Customs clearance, NAV CANADA (Flight Service Station) on site, and Avgas and Jet Fuel refueling available. Our on-site services include executive and personal charter, helicopter and fixed wing sightseeing, expert AMO's, an active flight training school, several interesting vintage aircraft and a friendly welcoming staff.

## Airport Operations Coordinator

Reporting to the Manager of Airside/Groundside Services, this position assists with the safe and efficient operation of the airport, and ensures compliance with all federal and local regulations. This position assists the Manager of Airside/Groundside Services in providing information regarding safety, security, compliance, construction and interaction with airlines, passengers, tenants and regulatory agencies.

This role supports the maintenance of the safety management system (SMS) at the airport, in addition to the safety audits, and functional support for various airport programs, including – but not limited to – our Airside Vehicle Operators Permit (AVOP) plan, wildlife management plan, snow and emergency response plans. The position is inclusive of a 40 hour work week, Monday to Friday, however the work schedule may change based on staffing, work assignments and operational requirements such as emergency situations.

### PRIMARY RESPONSIBILITIES

- Responsible for creation of SMS reports, risk analysis, investigation, corrective action plans and follow up.
- Monitor and manage compliance with Canadian Aviation Regulations (CAR's), Aerodrome Security Measures.
- Participates in safety audits and follows up with corrective action plans.
- Oversight of updating and implementation of various airport programs (AVOP, wildlife, environmental compliance, snow, etc.).
- Acts as the Airport representative in overseeing construction safety related to airfield projects, and monitors construction site(s) for compliance, safety and security.
- Conducts airfield and airport facility inspections to ensure compliance with Transport Canada regulation in addition to Airport policies.
- Completes inspection reports and notes discrepancies found during inspections, and initiates work requests for corrective action.

## ADDITIONAL RESPONSIBILITIES

- Preparation of staff reports for the Chief Executive Officer and the Airport Commission.
- Participates in maintenance projects and tasks, as required.
- Provides airfield condition reporting through Notice to Airmen (NOTAMs) if required.
- Coordinates with Manager of Airside/Groundside Services and CEO for closures and work requests on the airfield.
- Support for Information Technology infrastructure, through coordination of ongoing maintenance, acquiring necessary assets, and ensuring ongoing operational needs are maintained.
- Supports airport staff in an emergency operations center (EOC) as required; general support in response to weather events and airport emergencies.
- Ongoing monitoring of weather conditions, and provision of updates to management and staff.
- Participates in emergency exercise drills and tabletops as they related to the Airport Emergency Response Plan (ERP).
- Representing the Niagara District Airport at various meetings, events, and conferences.
- Trained to provide airfield maintenance support as necessary/required.
- Perform other duties as per operational requirements.

## QUALIFICATIONS

- Post-secondary education with a Certificate or Diploma in Aviation Management an asset.
- An equivalent combination of schooling, training and experience will be given consideration.
- Direct experience in airport operations, airline operations or other related fields of airport management would be preferred.
- Principles and practices of general aviation facility operations and maintenance.
- Familiarity with Transport Canada regulations, including TP 312 4<sup>th</sup> and 5<sup>th</sup> edition.
- Superior interpersonal skills, able to interact with all levels in a professional, positive manner, able to build trusting relationships.
- Familiarity with facilities and grounds maintenance practices; experience in operating various maintenance vehicles an asset.
- Able to influence, collaborate and negotiate cross functionally, as well as with external stakeholders to achieve results.
- Proficient computer skills with Microsoft Office products.
- Excellent time and project management, organized, possessing a solid ability to plan and follow up.
- Valid Class 'G' drivers license is required, DZ an asset, or the willingness and ability to acquire.
- Ability to be on standby call with the airport as and when required.

**Qualified candidates are asked to forward their resume and covering letter in confidence to:**

Daniel Pilon, Niagara District Airport, CEO

EMAIL: [dpilon@niagaradistrictairport.ca](mailto:dpilon@niagaradistrictairport.ca) Telephone No.: (905) 684-7447 Ext. 11

We thank all applicants for their interest, but only those selected for an interview will be contacted. Please include salary expectations in the covering letter. Niagara District Airport Town is an equal opportunity employer. Accommodations for job applicants with disabilities are available on request.