



Township of Algonquin Highlands

requires an

Airport Coordinator

The Township of Algonquin Highlands with a permanent population of 2,000, and a seasonal population exceeding 10,000, is known within Central Ontario as an area of natural beauty where residents enjoy a rural lifestyle second to none.

The Township of Algonquin Highlands is seeking applications from experienced, qualified persons for the position of Airport Coordinator. Reporting to the Operations Manager, the Airport Coordinator 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. The Airport Coordinator is also responsible for the overall promotion and marketing of the Airport.

The preferred candidate will possess the following qualifications:

- Minimum of two (2) years in an aviation operations position or demonstrated experience.
- Demonstrated experience and understanding of local government and airfield operations.
- Possess or willingness to obtain fuel-handling certificate.
- A related post-secondary education or community college diploma in Aviation Management or related discipline, or a related mix of education and experience.
- Excellent interpersonal, project/time management, organizational, analytical, communication and presentation skills.
- Proficiency in the Office Suite of products or equivalent.
- Current working knowledge of websites and various forms of social media.
- Basic understanding of advertising, marketing and public relations.
- Possess and maintain a valid "G" License.
- Provision of a satisfactory Criminal Record Check.

Salary Range: \$33.24 – 37.41/hr. for a 35 hour work week

Applicants must indicate how they meet the minimum qualifications in their resume. We thank all applicants; however only those selected for an interview will be contacted.

Please submit your resume in confidence by **3:00 p.m. on Monday, June 08, 2020** to:

Dawn Mugford-Guay, Administrative Assistant

Township of Algonquin Highlands

1123 North Shore Road,

Algonquin Highlands, Ontario, K0M 1J1

Phone: 705-489-2379

E-mail: dmugfordguay@algonquinhighlands.ca

The Township of Algonquin Highlands is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We will accommodate the needs of applicants under Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process, upon the request of the applicant. Please advise in advance if you require accommodation.

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act and will be used only for candidate selection.



TOWNSHIP OF ALGONQUIN HIGHLANDS JOB DESCRIPTION

POSITION: Airport Coordinator
DEPARTMENT: Public Works
LOCATION: Stanhope Municipal Airport
REPORTS TO: Operations Manager

PURPOSE

Reporting to the Operations Manager, the Airport Coordinator conducts all day to day aspects of airfield operations to the satisfaction of the Township and in accordance with Transport Canada and Canadian Aviation Regulations. The Airport Coordinator is also responsible for the overall promotion and marketing of the Airport.

RESPONSIBILITIES

- Reports to the Operations Manager.
- Ensures that aircraft operation areas and other facilities are inspected in accordance with generally accepted practices. Any hazards or deficiencies identified during any inspections are either rectified or reported to the Sault St. Marie Flight Service Station by NOTAM.
- Keeps a record of aircraft movements and activities during attended hours and submits reports to the Operations Manager on a monthly basis.
- Provides fuel sales during the attended hours and makes arrangements for after hour sales. The Coordinator deposits all fuel receipts directly with the Township, and supplies all information on fuel sales to the Township Treasurer twice per week. The Coordinator maintains records of all fuel sales and inventory and conducts inspections as required under the *Technical Standards and Safety Act* or other applicable legislation.
- Orders fuel and facilitates fuel price adjustments.
- Ensures the terminal building and garage is cleaned and maintained to the satisfaction of the Township.

- Ensures the runway and other aircraft movement areas are maintained to Transport Canada and Ministry of Transportation Ontario standards and to the satisfaction of the Township including, without limiting the generality of the foregoing, replacing burnt-out runway lights, keeping the wind indicator in good repair, sign maintenance, runway markers, weather system and fuel software.
- The Coordinator maintains, with the approval of the Township, a supply of replacement items, as required above, at the expense of the Township.
- Performs regular grounds maintenance e.g.: shoveling, spreading sand, building maintenance where required, garbage control, etc.
- Provides daily duty reports to the Operations Manager.
- Directs aircraft to a suitable tie down area and collects fees as directed by the Township.
- Responds to all inquiries relating to runway conditions, communicates with incoming aircraft and responds to requests for service outside regular hours.
- Supervises and controls access to persons and vehicles to Airport property and provides, at all times, for the safety and welfare of the flying and non-flying public.
- Maintains a complete record or library of the following:
 1. Airport operating and maintenance manual;
 2. As constructed plans for the Airport and any associated equipment.
- Meets and enforces all requirements of the Canadian Aviation Regulations and all applicable legislation.
- Works in compliance with the provisions of the *Occupational Health & Safety Act* to maintain a safe working environment.
- Submits information on a monthly basis to the Operations Manager containing up-to-date information/activities regarding the following:
 1. Health and Safety;
 2. Administration;
 3. Advertising/Public Relations Initiatives;
 4. Airside Activity;
 5. Groundside Activity;
 6. Take Offs and Landings Statistics;
 7. Fuels Sales;
 8. Website Statistics;
 9. Upcoming/Planned Activities;
 10. Fuel Sales Comparison;
 11. Recommendations.
- Assists the Operations Manager in the preparation of the annual budget and work plan for the Airport.

- Assists in the investigation of any relevant funding initiatives for Airport development projects.
- Maintains an occupancy list for hangars; maintains 'hangar waiting list' as vacancies occur.
- Is a member of the Airport Events Committee in a resource capacity (not a voting member).
- Represents the Township at official and promotional functions, as required, in a professional manner. The Coordinator must ensure the public is fully aware that the duties are being performed on behalf of the Township of Algonquin Highlands.
- Undertakes a variety of advertising and promotional initiatives.
- Works collaboratively with the tourism community within the Haliburton Highlands to promote the Airport.
- Assists with the implementation of the 2014 Land Use and Development Plan initiatives as identified and approved by Council.
- Assists the Operations Manager with acting as a liaison between the Township and its contractors and engineers throughout various development projects at the Airport.

HOURS OF WORK

Normal hours of work are 9:00 a.m. to 4:00 p.m., Monday through Friday. Hours/days of work may vary seasonally. Extra time may be required to complete tasks, attend events and meet deadlines, etc., during certain times of the year. Overtime shall be accumulated in accordance with Township policy and approved by the Operations Manager.

WORKING CONDITIONS

Work is performed in a normal office environment. Frequent ground and air side work is required. The Coordinator is permitted reasonable absences from the Airport during attended hours for the purpose of carrying out duties required. Extended absences may be permitted with the prior approval of the Operations Manager, in conjunction with the CAO, provided alternate arrangements can be made for attendance of the Airport.

EDUCATION

- A related post-secondary education or community college diploma in Aviation Management or a related mix of education and experience.
- Fuel handling certificate, or willingness to obtain.

KNOWLEDGE AND SKILL

- Minimum of two (2) years in an aviation operations position or demonstrated experience.

- Demonstrated experience and understanding of local government and airfield operations.
- Excellent interpersonal, project/time management, organizational, analytical, communication and presentation skills.
- Proficiency in the Office Suite of products or equivalent.
- Current working knowledge of websites and various forms of social media.
- Basic understanding of advertising, marketing and public relations.

MANDATORY REQUIREMENTS

- Valid driver's license, class G minimum, with a clean Driver's Abstract.
- Provision of a satisfactory Criminal Record Check.

IMPACT OF ERROR

Errors, incorrect judgment or otherwise, may result in serious legal or financial repercussions, injury or embarrassment to the Township or the general public.