

Airports Manager

Career Opportunity

Closing: September 22, 2017 at 4:00 pm

Salary: commensurate with experience



The Corporation of the Municipality of Greenstone

The Municipality of Greenstone is located approximately 300 km northeast of Thunder Bay, Ontario. Greenstone represents one of the largest municipalities in Canada in geographic size, incorporating the communities of Beardmore, Geraldton, Longlac, and Nakina along the Hwy 11 corridor. With a population approaching 5,000 people, Greenstone residents enjoy a lifestyle close to nature, supported by local amenities, the government service sector, and resource-based local industry.

Two municipal airports serve the Greenstone region, both operating as important hubs for emergency services including air ambulance, wildland fire protection services, and aircraft repair facilities. Passenger and freight services are provided for communities in the Far North from the R. Elmer Ruddick Nakina Airport in Nakina, ON, while the Greenstone Regional Airport in Geraldton, ON is a medevac access point and provides service to the adjacent OMNR Fire Management HQ. For more information visit <http://www.greenstone.ca/content/airports>.

Reporting to the Director of Public Services, the Airports Manager has a staff of three during the winter and five during the summer (Admin Assistant and Operational Staff), and a combined budget of nearly 1.3 million.

The Airports Manager is responsible for:

- Managing the daily operation of the airport including aviation fuel supply and quality control
- Monitoring all employees, contractors, stakeholders, outside vendors and businesses to ensure that they are in compliance with aviation regulations and security procedures
- Ensuring all financial aspects of running a certified airport (ie. preparing annual operational budgets, capital budgets and federal aviation grant applications, etc.)
- Provide proper training to staff on all airport operational and safety procedures, including emergency responses according to the Airport Operations Manual and Municipality of Greenstone safety procedures
- Ensuring compliance of all airport documentation required to maintain a certified status with Transport Canada, such as SMS (Safety Management System), Airport Operations Manuals, and Airport Wildlife Control Manuals

The ideal candidate will have 5-10 years' experience managing the daily operations, maintenance, and staffing requirements at a certified airport. The candidate shall possess strong written, oral and presentation skills and possess the competency for high level attention to detail, accuracy and motivation. The position demands organization and multi-tasking skills, team leadership, decision-making, and problem solving abilities. A working knowledge of MS Office Suite and other software applications is vital.

A complete job description is available upon request. Hours of work are a total of 35 hours per week, Monday to Friday, 8:30 am to 4:30 pm. Applicants must submit a cover letter and resume to the Greenstone Administration Office by no later than the closing date to:

Brian Aaltonen, Director of Public Services
Municipality of Greenstone 1800 Main Street, PO Box 70, Geraldton, ON P0T 1M0
Tel: (807) 854-1100 ext. 2060 Email: brian.aaltonen@greenstone.ca

Only those selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected, and will only be used for the purposes of candidate selection. The Municipality of Greenstone is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.