

The Loomex Group is now hiring an **Airport Operations Manager** for the Peterborough Airport.

Reporting to the Director of Airport Operations, the Airport Operations Manager is responsible for the day to day operations of the Peterborough Airport with emphasis on administrative tasks, and a specific accountability for the Safety Management System. This position includes a variety of tasks in the Airport Administrative offices, Airside, and in the Airport Operations Centre.

Duties and responsibilities

Duties may include, but are not limited to, the following:

- Monitor airport activities ensuring the adherence to the Airport Inspection Program and Safety Management System regulations, regular inspections and reports on facilities, runways, fences, wildlife control and lighting equipment conditions, and perform maintenance as needed.
- Responsible for overall appearance of airport grounds and facilities, including the removal of obstacles from runways and approaches, controlling weeds and FOD.
- Operate a variety of motor vehicles such as pickup trucks, heavy equipment, tractors, sweeping machines, light equipment, and other related equipment.
- Monitoring of airside and groundside operations, providing Unicom advisories to air traffic, and escorting persons/vehicles airside.
- Gather and provide information to airport users regarding local air traffic procedures, arrival and departure routes, noise abatement procedures, weather conditions, airport facilities and other local services. Explain and enforce Airport rules and regulations.
- Ensure Airport policies are followed, make recommendations for policy modifications, or creation.
- Monitor Airport budget and make recommendations for purchases.
- Initiate emergency response/activation of Airport Emergency Response Plan. May be on-call in the event of an airport emergency. Provide assistance and support for distressed or disabled aircraft and assist in emergency operations by providing first aid, operating rescue equipment, operating radio, providing information, and notifying fire and other emergency services.
- Maintain records on airport supplies, facilities, services, and equipment utilization including traffic, hangar rental, fees, and airport supplies.
- Assign tie-down spaces and collect rental fees.
- Use a computer to enter and retrieve information.
- Delegate to, and supervise, and train Airport Operations staff in the absence of the Director of Airport Operations.
- Ongoing team development and morale.
- Professional presentation and interaction with City of Peterborough Staff, Airport customers, contractors, and visitors.
- Ability to work independently, or effectively as part of a team.
- Perform related duties as assigned.

Qualifications

- Post-Secondary Aviation Education or equivalent aviation knowledge/experience
- Communication skills, written and verbal, to respond to customers and complete required Airport documentation procedures
- Proficiency with Microsoft Office software
- TP312E course or equivalent experience
- Airfield Lighting Maintenance Course
- Private Pilot's License or flight training experience
- Restricted Radio Operators Certificate (ROC-A)

Qualifications considered an asset to the position:

- Chainsaw safety certification
- Firearms Possession and Acquisition Permit
- Current C.P.R. and First Aid training
- Working knowledge of runway surface condition reporting
- Knowledge of Airside specific software
- Valid "D" Driver's License with "Z" brake endorsement or equivalent heavy equipment operation experience

Working conditions

This job is performed approximately 50% of the time, out of doors. The hours for this position include shifts, weekends, statutory holidays, and rotational on call.

Due to the nature of this position, applicant must live within one hour's drive of the Peterborough Airport.

Physical requirements

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

If you feel you have the skills required to perform this position effectively, please submit your resume to: jmanser@loomex.ca by **July 28th, 2015**.
