Earlton-Timiskaming Regional Airport

The Earlton-Timiskaming Regional Airport is seeking an enthusiastic individual for the full-time position of Airport Manager.

Position: Airport Manager
Company: Earlton-Timiskaming Regional Airport Authority

Application Deadline: 17 April, 2020
Contact: Harold Cameron, Airport Manager
Email: hcameron@timiskairport.com

Position Description

The Earlton-Timiskaming Regional Airport Authority is a not-for-profit corporation governed by an eleven-member Airport Board. The Airport serves south Temiskaming providing airport facilities for business aircraft, recreational pilots, aircraft maintenance, emergency medevac flights, and support for search and rescue. We invite you to visit the airport website at www.timiskairport.com.

Key Responsibilities

• Safe operation of the Earlton-Timiskaming Regional Airport in accordance with Transport Canada regulations (including Emergency Response Plan, Wildlife Management Plan, Safety Management System, and Snow Operations)
• Personnel management
• Customer service
• Property management
• Working with the Board to plan, promote and expand new business, and Airport land developments

Additional Responsibilities

• Maintain airport records: financial, equipment, traffic statistics, etc.
• Manage onsite contractors ensuring all government regulations are enforced
• Equipment operation and management
• Maintain clean and serviceable airport facilities
• Facilitate Airport Board directives to operations
• Prepare annual budgets
• Financial reporting systems and accountability
• Statistics gathering
• Fuel services

Requirements:

Radio operators' certificate is required (or ability to achieve same), along with excellent communication, financial, organizational and interpersonal skills. The successful candidate will undergo a criminal background check.

Grade 12, Airport Management Diploma, or Airport experience preferred.

A current Pilot License is a definite asset.

Please send your cover letter and resume by email to **hcameron@timiskairport.com**.

You may also apply by mail:
Earlton-Timiskaming Regional Airport
P.O. Box 99
Earlton
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