

## Job Posting - Aviation Planner

HM Aero is currently seeking an Aviation Planner with a minimum of 2 years' experience in the Aviation industry to support our growing client base.

### Job Description

The successful applicant will work under the supervision of the Vice President who is experienced in project management, airport planning and engineering and will assist in completing various assigned tasks related to the planning and design of airport infrastructure in Canada. Candidates locally based (in Ottawa) are preferred, although remote applicants will be considered in exceptional circumstances.

Some of the duties and responsibilities of the successful applicant are listed below:

- Lead the technical component of Airport Master Plans under the guidance of the Project Manager.
- Take an active role in the pursuit of projects.
- Actively participate and provide input in developing airport planning and zoning plans utilizing previous knowledge and experience.
- Application of airport planning techniques with minimal supervision.
- Apply existing knowledge in the planning of airfield infrastructure projects by developing preliminary drawings and technical reports with minimal supervision.
- Undertake windrose studies, aircraft performance analysis, preliminary cost estimates, terminal functional space planning etc., with minimal supervision.
- Assist with the preparation of Strategic and/or Business Plans to support capital investments.
- Undertake research activities to identify and develop and/or present potential solutions to aviation issues.
- Work both in a group environment and remotely in support of development of HM Aero assignments.
- Organize and participate in stakeholder consultations in support of projects.
- Assist in managing projects under the supervision of the Vice President and/or Project Manager.
- Opportunity for travel within Ontario and out of Province may be available.

### Qualifications

The candidate is expected to have completed a post-secondary degree/diploma in a related program or alternatively in the process of completing a program in Airport Planning, Aviation Management, or Civil (Transportation) Engineering from an accredited University or College.

Additional qualifications include the following:

- Enthusiastic interest in the field of aviation
- Strong verbal and personal communication skills
- Excellent work ethic and attention to detail
- Full working knowledge of the Microsoft Office suite of programs
- Ability to think critically
- Very strong organizational skills
- Possession of a valid Ontario Drivers' license is considered an asset
- AutoCAD Experience (considered an asset)
- CorelDRAW Experience (considered an asset)
- Experience in applying Transport Canada Aerodrome Standards & Recommended Practices.

We provide a competitive compensation package as well as a commitment to support professional development and work-life balance. Send a cover letter together with your resume to: [recruiting@hmaero.ca](mailto:recruiting@hmaero.ca)