

**Hamilton International Airport Limited:****Coordinator, Airport Operations:****Summary:**

Accountable for the day-to-day management of the Airport's Safety Management System (SMS), Occupational Health & Safety program (OHS), environmental compliance, noise management, and wildlife management programs. Accountable for the development and implementation, and continual improvement of SMS, OHS, environmental, noise, and wildlife plans, policies and procedures that ensure regulatory/business compliance is maintained to ensure the safe, secure, and efficient operation of the airport and its facilities.

Other alignment and support activities with the Airfield Operations team include the Winter Operations Plan, and the Emergency Response Plan (ERP).

This position supports Operations through the maintenance of training programs, which includes development and delivery of training material.

External relationship management with our Airport Partners including tenants, airline customers, NAV Canada, Transport Canada, and CBSA is an important aspect of this position that includes facilitating cooperation between all groups for the advancement of key projects or airside activities.

This position maintains a budget to support the responsibilities.

**Specific Duties**

- Develop, implement, and maintain operational plans including but not limited to: Safety Management System, Occupational Health & Safety, Wildlife Management Plan, Airport Environmental Management Plan, Airport Noise Management Plan, and Airport Traffic Directives. Ensure appropriate training is available for operational employees.
- Ensure compliance to environmental regulations through implementation of environmental policies and procedures related to storm water management and effective glycol mitigation.
- Ensure that Ministry of Environment Certificate of Approval requirements are documented and adhered to, including maintenance of the storm water management program and water sampling of runoff from the Airport.
- Develop a Waste Management Program, including the implementation of a recycling and reduction program for non-hazardous waste, ensuring the proper storage and handling of hazardous waste and international waste.
- Perform internal audits to review environmental performance, prepare Environmental Performance Reports, make recommendations for enhancements, revise the Environmental Management Plan and implement same.
- Liaises with government agencies such as: Ontario Ministry of Environment, the Niagara Peninsula Conservation Authority, and the Hamilton Conservation Authority to ensure that Hamilton International complies with all applicable regulations. Develop strong relationships with each agency and act as the key contact for environmental issues on behalf of Hamilton International.
- Support the airport's noise monitoring efforts including management of the Airport Noise Management Plan, operation and maintenance of the Aircraft Flight Tracking and Noise Monitoring system, investigation of noise related complaints, and participation in the noise advisory committee.
- Assist in the development, implementation and maintenance of operational policies and procedures for safety, environment, noise, and wildlife management to ensure that regulatory/business compliance is maintained while ensuring the safe, secure and efficient operation of the airport and its facilities.
- Provide project management support for the implementation of special projects as required.
- Provide operational support to Airside and Terminal Operations outside of regular business hours including emergency response and winter operations support.
- Complete annual environmental budgets and maintain effective control over departmental expenses.
- Complete monthly updates and forecast expenditures.
- Responsible for complying with the policies of the Airport with respect to rules, acts, regulations, by-laws, procedures, and safe working practices.
- Ensure that safe working practices and safety regulations are adhered to under the terms of the Canada Labour Code, Part

II.

- Provide back-up for Operations Department Supervisors during periods of vacation or absence.
- Assist in the coordination of airfield activities during winter operations, including performing runway surface condition reports.
- Develop, maintain, and coordinate regulatory and compliance training for Management, and Supervisory Staff and ERS.
- Attend training courses and seminars to remain current in airport safety and operations.
- Perform such other related duties as may be assigned by the immediate Supervisor which are directly related to the normal job function.
- 

### **Qualifications**

- Diploma or Degree in Aviation Management or related studies.
- Diploma or degree in Environmental Management or related studies would be considered an asset.
- Experience in an airport operating environment would be considered an asset.
- Effective oral and written communication skills, as well as public speaking and training others to foster engagement with staff.
- Root cause analysis and process engineering skills are required.
- Proven organizational skills, ability to manage multiple projects, and achieve results.
- Working knowledge of Microsoft Office computer software applications; must be able to compile and analyze statistics using databases.
- Holds or can obtain and maintain the appropriate level of Airport Security Clearance.
- Holds or can obtain an aeronautical radio license and an Airside Vehicle Operators Permit.
- Minimum 'G' class driver's license.

Applications should be forwarded to: Human Resources Department  
Hamilton International Airport Limited  
9300 Airport Road, Suite 2206  
Mount Hope, Ontario  
LOR 1W0  
By E-mail: [hr@flyhamilton.ca](mailto:hr@flyhamilton.ca)

While we appreciate all applications, we can only respond to those considered qualified for next steps in the recruiting process.