



Hurononia Airport

The Huronia Airport seeks an enthusiastic individual for the full-time position of Airport Manager.

Position: Manager

Company: Huronia Airport

Salary range: \$50-\$60K per annum

Application Deadline: April 19, 2018

Contact: Don Cooper, Commission Chair

Email: manager@hurononiaairport.com

Position Description

Hurononia Airport is governed by a seven-member Airport Commission. The Airport serves North Simcoe providing airport facilities for business aircraft, recreational pilots, aircraft maintenance, emergency medivac flights and support for search and rescue. We invite you to visit the airport website at www.hurononiaairport.com.

Key Responsibilities

- Safe operation of Huronia Airport in accordance with Transport Canada regulations
- Personnel management
- Customer service
- Property management
- Secretary/Treasurer of the Huronia Airport Commission

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
- Huronia Airport Commission meeting organization
- Prepare annual budgets
- Financial reporting systems and accountability
- Statistics gathering
- Fuel services

Requirements: Radio operators certificate is required along with excellent communication, financial, organizational and interpersonal skills. The successful candidate will undergo a criminal background check.

A current Pilot License is a definite asset.

Please send your cover letter and resume by email to manager@hurononiaairport.com. You may also apply by mail or drop off your application in person to the Huronia Airport.

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www.hurononiaairport.com