



# Hurononia Airport

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

**Position:** Manager  
**Company:** Huronia Airport  
**Salary Range:** \$60 - \$75K

**Application Deadline:** October 15, 2021  
**Contact:** Don Cooper, Commission Chair  
**Email:** [administration@hurononiaairport.com](mailto:administration@hurononiaairport.com)

## Position Description

Hurononia Airport serves North Simcoe providing airport facilities for business aircraft, recreational pilots, aircraft maintenance, emergency medivac flights and support for search and rescue. The airport is jointly owned by the Towns of Midland, Penetanguishene, and the Township of Tiny, and is governed by a seven-member Airport Commission. We invite you to visit the airport website at [www.hurononiaairport.com](http://www.hurononiaairport.com).

## Key Responsibilities

- Safe operation of Huronia Airport in accordance with Transport Canada regulations
- Personnel management
- Customer Service
- Property Management

## Additional Responsibilities

- Maintain airport records: financial, equipment, traffic statistics, etc
- Directing the development of capital and operations/maintenance budgets for annual and long-term financial projections
- Manage onsite contractors ensuring all government regulations are enforced
- Equipment operation and management
- Maintain clean and serviceable airport facilities
- Organization of monthly Airport Commission meeting
- Financial reporting systems and accountability
- Statistics gathering
- Fuel services

## Requirements:

- Post-secondary Aviation Education or equivalent aviation knowledge/experience
- 3-5 years of relevant work experience in an airport related field
- Strong knowledge of policies and standards related to airport operations (TP312, Canadian Aviation Regulations (CARS), and AC301)
- Knowledge of Airport Safety Management Systems and Emergency Response Plans
- Good communication skills
- Working knowledge of Microsoft Office software and SAGE accounting software
- Radio operators' certificate or attainable within 30 days
- A current Pilot License is a definite asset
- Experience with operating heavy machinery, especially snow removal equipment
- Ideal candidate will be a hands-on individual willing to engage in all aspects of airport operations

Please send your cover letter and resume by email to [administration@hurononiaairport.com](mailto:administration@hurononiaairport.com)