

**Job Description
Assistant Airport Operations Manager (16-001)**

Position Title: Assistant Airport Operations Manager (AAOM)

Application Deadline: Until Position Filled

Hourly Rate: \$TBD/hour

Type of Employment: Monday – Friday, 9:00 am – 5:00 pm, weekend and evenings (on-call every other week)

Total Aviation & Airport Solutions (TAAS) manages the Oshawa Executive Airport on behalf of the City of Oshawa. TAAS is looking for an enthusiastic, detailed oriented individual who works well independently and in a team environment to fill a full time position as an Assistant Airport Operations Manager (AAOM). Monday - Friday, 9:00 - 5:00pm on-call evenings and weekends every other week.

The AAOM will report to the Operations Manager and be responsible for:

Core Responsibilities:

- Overseeing daily airport operations;
- Supervising duty staff;
- Various responsibilities assigned through the Oshawa Airport's Safety Management System (SMS);
- Completing monthly airport landing fee reports;
- Submitting NOTAMs to Nav Canada for temporary cranes, U/S airfield equipment, surface closures, etc.;
- Respond to airport inquiries received by phone, email, etc.;
- Coordinating with emergency services as needed during emergency events;
- Reviewing submitted crane applications to ensure that they are compliant with the Airport Zoning Regulations (AZRs);
- Completing administrative tasks;
- Other duties as they arise.

Supporting the APM and Ops Manager by:

- Providing on-call support to airport staff, the community and airport users on a rotational basis as established by the Airport Manager;
- Ensuring the airport is compliant with Transport Canada standards relating to airports;
- Completing SMS safety reports including risk and root cause analyses;
- Developing Corrective Action Plans (CAPs) and ensuring timelines and goals are met;
- Coordinating training/recurrent training to current and new staff as required;

- Coordinating with tenants regarding lease and parking agreements as well as any concerns they may bring up;
- Assist with planning and executing airport special events;
- Overseeing various airport construction projects and ensuring they follow safety measures and critical timelines;
- Providing a supporting role in annual Obstacle Limitation Surface analysis;
- Preparing meeting agendas, recording minutes and completing follow-up actions;
- Preparing presentations for meetings and conferences;

Skills/Experience/Training Required:

- Completed or be in their final year of an accredited postsecondary program in airport operations or have equivalent airport operations experience;
- Must have a Ontario Driver's License and reliable source of transportation;
- Strong oral and written communication skills in English;
- Excellent problem solving skills and ability to troubleshoot in a face paced environment,
- Excellent organizational skills and initiative;
- Familiar with Microsoft Office (Excel, Word, PowerPoint, etc.);
- Employment/experience in airport operations is considered an asset;
- Safety Management System background is an asset;
- Radio licence is an asset;

The Assistant Airport Operations Manager will be required to reside in Durham Region as they are required to respond to CYOO within 20 minutes in the event of an airport emergency when on-call.

Interested candidates can submit a cover letter, résumé and hourly wage expectations to the Airport Manager, Stephen Wilcox at swilcox@oshawa.ca. Only candidates selected for an interview will be contacted. Please indicate in the subject line of your email "Assistant Airport Operations Manager (16-001)".