

Airport Duty Manager (17-003)

Position Title: Airport Duty Manager

Type of Employment: Full-time Rotating Shift

- 3 days: 6:00am – 3:00pm, 3 days: 3:00pm – midnight & 3 days off.
- Additional hours for winter operations: Day shift may change to 6:00am – 6:00pm, afternoon shift may change to 3:00pm – 3:00am or 6:00pm – 6:00am.

The Oshawa Executive Airport (CYOO) is a certified airport, owned and operated by the City of Oshawa. Total Aviation & Airport Solutions is the management company for the Oshawa Airport and manages the airport on behalf of the City of Oshawa. We are looking for a full-time, mature, responsible individual to join our airport operations team.

The Airport Duty Manager position encompasses a variety of airport related inspections, maintenance and equipment operations. The Airport Duty Manager position will report to the Airport Operations Manager (OM) and their responsibilities include but are not limited to:

- Completing Airfield Inspections in accordance with the airport Standard Operating Procedures (SOPs).
- Completing airfield bulk plant inspections.
- Undertaking airfield wildlife monitoring, response and prevention.
- Undertaking general repairs and maintenance to airfield lighting and signage.
- Undertaking truck fueling and defueling associated with the airfield bulk plant operation.
- Undertaking general repairs and preventative maintenance work on all airport surfaces.
- Responding to airport tenant, user and public inquiries.
- Operating a variety of unique heavy equipment to maintain the airport's airside and public surfaces.
- Performing snow removal operations
- Conducting daily terminal janitorial cleaning.
- Carrying out other duties relative to this position as required.

Skills/Experience/Training Required:

- Completed 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;

A comprehensive training program will be provided.

Interested candidates can submit a cover letter and résumé by **March 3rd, 2017** to the Assistant Airport Operations Manager, James Roffey at jroffey@oshawa.ca. Only candidates selected for an interview will be contacted. Please indicate in the subject line of your email “**Airport Duty Manager (17-003)**”.