

Manager – Safety & Compliance (18-001)

Position Title: Manager – Safety & Compliance (MSC)

Type of Employment: Monday – Friday, 8:30am – 5:30pm, on-call to support Airport Manager (APM) & Operations Manager (OM)

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 a Manager – Safety & Compliance.

The Manager – Safety & Compliance will report to the APM and be responsible for:

Core Responsibilities:

- Managing the Oshawa Airport's Safety Management System (SMS);
- Conducting a review of airport manuals annually;
- Developing annual SMS goals and objectives with the SMS committee;
- Disseminating safety information to staff;
- Completing administrative tasks;
- Other duties as they may arise.

Supporting the APM and OM by:

- Providing on call support to airport staff;
- Assisting with supervision of seasonal staff and operations;
- Coordinating training/recurrent training of staff;
- Assisting with the planning and execution of airport special events;
- On call responsibilities.

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;
- Familiar with Microsoft Office (Excel, Word, PowerPoint, etc.);

A comprehensive training program will be provided for all duties. The Manager – Safety & Compliance will be required to respond to the airport within 20 minutes in the event of an airport emergency when on-call.

Interested candidates can submit a cover letter and résumé by **May 18th, 2018** to the 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 "**Manager – Safety & Compliance (18-001)**".