

## **Safety Management System Compliance Officer (17-002)**

Position Title: SMS Compliance Officer (SMSCO)

Type of Employment: Monday – Friday, 8:30am – 5:30pm, 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 SMS Compliance Officer (SMSCO).

The SMS Compliance Officer will report to the Airport Manager and be responsible for:

### **Core Responsibilities:**

#### **Annually**

- Managing the Oshawa Airport's Safety Management System (SMS);
- Conducting annual reviews and amendments as they arise for all airport manuals which include but not limited to the; SMS Manual, Airport Operations Manual (AOM), Wildlife Management Plan (WMP), Snow Removal & Ice Control Plan (SRICP) and Emergency Response Plan (ERP) and associated secondary manuals;
- Coordinating annual SMS Management reviews and ensuring the Accountable Executive (AE) and the Airport Manager (APM) are up-to-date on top-level SMS related activities;
- Developing annual SMS goals and objectives;
- Completing the annual Obstacle Limitation Surface (OLS) analysis;

#### **Monthly / Quarterly**

- Reviewing Transport Canada (TC) Advisory Circulars (AC) and implementing relative AC;
- Ensuring that all airport publications (CFS, CAP4) are up-to-date with each publication cycle;
- Reviewing CADORs relating to CYOO and processing these occurrences through the SMS program as needed;
- Reviewing the Canadian Aviation Regulations (CARs) and ensuring the airport in compliance with the current regulations;
- Coordinating SMS Committee meetings and completing meeting minutes;
- Identifying trends through the SMS program and mitigating these issues;
- Ensuring that other key personnel in the SMS program are completing their responsibilities as outlined in their SMS Task Calendar;

### **Weekly**

- Inspecting the SMS Drop Box for reports and reviewing them as necessary and action accordingly;
- Ensuring the SMS Message board is updated regularly;

### **As needed / Daily**

- Assessing Issue / Observation Reports and Accident Incident Reports, conducting risk analysis, investigations for root cause as needed and developing corrective action plans;
- Disseminating safety information to staff through staff memos, face-to-face meetings and SMS staff meetings as it relates to the SMS program;
- Coordinating with emergency services as needed during emergency events when on-call;
- Preparing Projects of Construction Operations (PCO) for airport projects;
- Resourcing the Operations Manager (OM) on select projects relating to the SMS program;
- Submitting NOTAMs to Nav Canada for temporary cranes, U/S airfield equipment, surface closures, etc.;
- Processing crane applications to ensure that they are compliant with the Airport Zoning Regulations (AZRs);
- Preparing staff meeting agendas, recording minutes and completing follow-up actions;
- Ensuring Airport Staff are following Standard Operating Procedures (SOPs);
- Coordinating with the OM to ensure that all permanent staff are trained for the tasks that they are required to perform and ensuring that all staff receives recurrent training as necessary;
- Reviewing and ensuring all training information and records are all up to date;
- Supervising and coordinating seasonal operations, summer and winter;
- Developing and revising the staff schedule for all permanent and seasonal/temporary staff;
- Consulting with airport businesses, tenants and the public on airport activities/events;
- Respond to airport inquiries received by phone, email, etc.;
- Completing administrative tasks;
- Other duties as they arise.

### **Supporting the APM and Operations Manager by:**

- Providing on-call support to airport staff, the community and airport users on a rotational basis as established by the Airport Manager;
- On-call responsibilities includes but are not limited to, supervising the Duty Managers task progress via phone, monitoring the weather (in winter months) and responding to the airport as needed for issues that may occur;

- Ensuring the airport is compliant with Transport Canada standards relating to airports;
- Coordinating training/recurrent training of current and new staff with the Operations Manager as required;
- Overseeing various airport construction projects and ensuring they follow safety measures and critical timelines with support from the OM;
- Planning and executing airport special events with the assistance of the OM;
- Preparing presentations for meetings and conferences;

**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;

**The SMS Compliance Officer 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. A comprehensive training program will be provided.**

Interested candidates can submit a cover letter and résumé by **March 3<sup>rd</sup>, 2017** to the Assistant Airport Operations Manager, James Roffey at [jroffey@oshawa.ca](mailto:jroffey@oshawa.ca). Only candidates selected for an interview will be contacted. Please indicate in the subject line of your email "**Safety Management System Compliance Officer (17-002)**".