

Career Opportunity: Hamilton International Airport Limited

Title	Department	Date
Coordinator, Regulatory and Facilities Planning	Operations	October 2015

Position Summary:

Reporting to the Director, Operations, the role is accountable for providing regulatory guidance to Airside and Terminal Operations, and for overseeing the development, implementation and tracking of construction, operations and facility maintenance programs.

Qualifications:

- Diploma or Degree in Airport Operations Management or related studies
- Experience in an airport operating environment
- Experience in project management and/or construction environment (both building and civil) considered an asset
- Effective oral and written communication skills
- Proven organizational skills.
- Proven ability to see tasks/projects through to completion including multi-tasking
- Proven organizational skills, ability to supervise multiple projects, and achieve results
- Working knowledge of AutoCAD software
- Working knowledge of Microsoft Office computer software applications; must be able to compile and analyze statistics using databases
- Holds or has the ability to obtain and maintain the appropriate level of Airport Security Clearance
- Holds or has the ability to obtain an aeronautical radio license and an Airside Vehicle Operators Permit
- Minimum 'G' class driver's license

Essential Functions:

Regulatory

- Provide regular, timely reporting on results, issues, and plans to Operational Management and Executives taking necessary actions to address issues as they arise.
- Ensure that the airport operates safely and efficiently, complying with all regulations and policies, Transport Canada audits, as well as contractual obligations while applying modern best practices in airport management.
- Develop, implement and maintain operational policies and procedures for emergency response, airfield maintenance, security and terminal operations to ensure that regulatory/business compliance is maintained while ensuring the safe, secure and efficient operation of the airport and its facilities.
- Provide technical assistance and direction to various organizations and consultants. Ensure accuracy and prepare changes to the Canada Air Pilot (CAP) for Hamilton International through Transport Canada. Issue NOTAMS as and when required.
- Communicate information to Hamilton International's business partners in the form of Operations Bulletins.
- Perform internal audits to review procedural awareness and compliance, prepare performance reports, make recommendations for enhancements, revise operational procedures as required and implement same.

Emergency response services

- Ensure that the airport operates safely and efficiently, and is at all times operating within the emergency response and related regulations established by Transport Canada and Airport Management.
- Assist in the development, implementation and facilitation of training programs for airside and terminal operations departments
- Coordinate tabletop mock emergency exercises and live exercises with Airport Staff, tenants and outside responding agencies.

Construction of capital projects and facilities supervision

- Provide project supervision support for the implementation of special projects such as airfield surface rehabilitation, airfield electrical rehabilitation etc.

- Prepare construction schedules
- Monitor progress of design and construction status
- Responsible for the coordination and documentation of plans of construction's for all projects where required
- Maintain and oversee update of AutoCAD drawing database
- Facilities supervision and oversight of annual facility and maintenance budget
- Conduct regular update meetings with business partners for major projects

Airport Facility Permitting Process

- Produce and maintain the Facility Alteration Permit (FAP) documentation and database
- Issue FAP documentation to business partners as and when required
- Review and oversee distribution for approval of all submitted FAP's
- Issue Facility Alteration and Occupancy Permits once approvals are obtained
- Coordinate Code Consultant review process
- Conduct regular inspections of business partner construction sites

General Supervisory Functions – Duty Manager (rotational):

- Responsible for complying with and enforcing the policies of the corporation with respect to rules, acts, regulations, by-laws, procedures and safe working practices.
- Ensure that safe working practices and safety regulations are adhered to under the terms of the Canada Labour Code, Part II.
- Assist the SMS Resources in the development of SMS policies and programs in accordance with Transport Canada Regulations, and within operational guidelines and restrictions.
- Participate in labour relations matters by attending grievance meetings as required.
- Provide operational support to Airside and Terminal Operations outside of regular business hours including emergency response and winter operations support.
- Provide supervision to Staff and maintain strong employee morale. Establish high expectations for Staff with regard to honesty, integrity, openness, loyalty, teamwork and responsibility.

Required to work shifts. Must be available to work flexible hours.

Applications should be forwarded to: Human Resources Department
Hamilton International Airport Limited
9300 Airport Road, Suite 2206
Mount Hope, Ontario
LoR 1W0
By E-mail: hr@flyhamilton.ca

While we appreciate all applications, we can only respond to those considered qualified for next steps in the recruiting process. All applications must be received by Thursday, October 29, 2015.