



Grande Prairie Airport

is accepting resumes for :

Manager of Operations

Working in a team environment in the Grande Prairie Airport Operations and Maintenance Department , this position is responsible for day to day maintenance, purchasing, budgeting, work planning, and staff supervision. Please see the attached job description for additional information.

Minimum 5 years experience in airport maintenance including supervision of multiple staff and knowledge of regulatory requirements including TP312.

We offer competitive wages and an excellent benefits package.

Resumes will be accepted until a suitable candidate is found; only applicants selected for an interview will be contacted.

To apply send resume with references or apply in person to:

Grande Prairie Airport
Suite 220, 10610 Airport Drive
Grande Prairie, AB T8V 7Z5
Fax 780-532-1520
Email: info@grandeprairieairport.com



POSITION DESCRIPTION

POSITION TITLE: MANAGER OPERATIONS & MAINTENANCE

Summary

Reporting to the Director Operations, manages the operations and maintenance resources and activities in support of the maintenance, operations and development of the airport; establishes, directs and controls the airport maintenance program; directs and implements a program for the normal 24 hour day-to-day operations of the airport to ensure safe uninterrupted operations and a program of operational response during unusual, unplanned, or emergency situations; provides the Director Operations, other Directors, and agencies with technical advice and support in identification, definition, and resolution of problems in the operations and maintenance functions; responsible to comply with all relevant safety requirements and procedures outlined in the Grande Prairie Airport Safety Management System, SMS; will cover on an acting basis for the Director Operations; and develops and implements maintenance management, control and evaluation systems to ensure the maximization of resources, maintains certification in the aircraft rescue firefighting, AMT certification program and performs other duties as required.

Duties

1. Manages the operations & maintenance resources in support of the maintenance, operations and development of the airport by:
 - establishing goals and objectives related to the airport operations and maintenance program;
 - development and implementation of the work plans that specify what will be done, and budgets that specify resources to be provided;
 - reviewing performance reports (financial and operational) and initiating actions to correct deficiencies and deviations from workplans;
 - assigning and reviewing work by assessing employee performance and potential, initiating and applying the discipline process, approving leave and arranging for and continuing training programs, and developing special assignments to develop staff consistent with their potential;
 - preparing and reviewing program approval documents, complete with justification and estimates of Capital and O&M resources required and implementing same;

- reviewing and analyzing annual and ad hoc recommendations for air carriers, other airport agencies and operators, and;
 - manages the division's involvement and study activities related to development and maintenance of the airport plans.
- Completes employee performance reviews in accordance with human resource policy.
2. Establishes, implements, and controls the airport maintenance program by:
- analyzing and interpreting failure reports, initiating investigative action and initiating corrective action;
 - scheduling work assignments and material resources to reduce the impact on airport operations or facility restrictions on the user agencies;
 - establishing through study of in-house resources and cost effectiveness evaluation, the desirability of contracting-out within operations and maintenance function;
 - evaluating contact tenders to ensure best value and technical competence;
 - establishing and implementing systems for the continuing monitoring and control of diverse contracts by subordinates;
 - conducting negotiations with contractors to correct defective performance and initiating legal or financial sanctions in adequate contract performance;
 - analyzing financial reports and other financial indicators to determine overall effectiveness of contract performance;
 - ensuring that facility condition inspections are carried out in a timely fashion;
 - establishing and controlling a building energy conservation program;
 - implementing and monitoring a site program for monitoring and controlling air and water pollution, and:
 - managing a program for bird and wildlife monitoring and control and foreign object debris.
 - managing a program for airport maintenance activities.

3. Establishes and implements a program for the normal 24 hour day-to-day operations of the airport to ensure safe uninterrupted operations and a program of operational response during unusual, unplanned, or emergency situations by;
 - making decisions on the use of airport facilities in response to user demands and in consideration of operational safety and emergency situations (i.e. hours of operations);
 - overseeing frequent facilities inspections and a continuous program of level of service monitoring;
 - analyzing reports pertaining to airport operations (including noise management), its facilities and services and instituting corrective action as required;
 - coordinating the activities and operational input of other airport functions in situations which require a multi-function input into the overall airport operation;
 - participating in the operational planning and activity coordination of airport projects which may affect airport ground systems, passenger terminal facilities, aircraft turnaround time, supporting facilities, land usage, and other airport operational areas;
 - overseeing construction coordination and maintenance activities in order to minimize their operational impact, including authorizing and issuing NOTAMS to ensure airside safety for construction activities and monitoring in-terminal work, and;
 - ensuring compliance of all services and facilities with federal, provincial, and local government regulations, legislation, programs and bylaws.
4. Provides the Director Operations, other Directors, and agencies with technical advice and support in identification, definition, and resolution of problems in the operations and maintenance functions by;
 - developing service and operational contracts, statement of requirements, plans of operations, and specifications for such items as additions, modifications, maintenance and preparing site maintenance documentation;
 - representing the Director Operations on technical committees with airlines and other users of airport facilities;
 - conducting technical evaluations of recommended practices or procedures or modifications to facilities and equipment;

- preparing or interpreting reports, plans, and cost studies for use by senior managers;
 - acting as Project Manager for capital projects delegated to the airport, and:
 - providing technical and operational review services.
5. Develops and implements maintenance management, control and evaluation systems to ensure the maximization of resources by:
- operating and maintaining a work request and work order system;
 - establishing, maintaining and updating the airports facilities inventory;
 - preparing and analyzing the O&M Management reports to evaluate maintenance work performance;
 - creating, maintaining, and updating the airport technical data center, and:
6. Responsible to comply with all relevant safety requirements and procedures outlined in the Grande Prairie Airport Safety Management Manual, the associated SMS Policy and any other relevant manuals, procedures and policies and to support the SMS by:
- Applying system safety measures as required by safety management procedures and instructions;
 - Advising the Director Operations of any safety occurrence or system failure and to identify and report any potential safety risk or concern directly, by meetings or by issuing a safety report;
 - Supporting audits and any safety investigations, when they occur.
7. Performs other duties by:
- Keeping current on technical developments by formal training, review of trade journals, and attending industrial demonstrations and seminars;
 - Acting as the Director Operations during his/her absence, and
 - Performing maintenance duties of subordinates in critical and emergency situations.