



LEAD CHANGE AND MAKE AN IMPACT IN CANADA'S BIGGEST CITY

Toronto
Port
Authority | Administration
Portuaire
de Toronto

The Toronto Port Authority, doing business as PortsToronto, operates the Billy Bishop Toronto City Airport, the Port of Toronto and the Outer Harbour Marina. We are proud to be partners in securing Toronto's economic prosperity and enhancing its beautiful waterfront for all to enjoy.

If you are looking for a great career and a chance to make an impact, PortsToronto has the following exciting opportunity awaiting you:

PASS CONTROL OFFICER

Responsible to administer transportation security clearance applications for restricted area access at Billy Bishop Toronto City Airport, in compliance with Transport Canada Security Regulations. Coordinates day-to-day operations of the Airport Pass Control Office, including Restricted Area Identification Cards, Airport Vehicle Operation Permits, Airport Vehicle Identification Permits and Temporary Airport Security Passes.

POSITION RESPONSIBILITIES

- Administer the application process for Transportation Security Clearances program, including Restricted Area Identification Cards, Airport Vehicle Operation Permit, Temporary Airport Security Passes, etc.
- Prepare, amend, validate, process and challenges requests for passes
- Process pass control payments and invoices
- Administer Transport Canada Blacklist at access control points in the passenger airport terminal building
- Check clearances and provide Transport Canada/case management for updates on special files
- Update Visitor Block Pass Logs
- Monitor Temp Restricted Area Identification Card files; print renewed Temp passes for employees
- Maintain and update files and records
- Assist in audit by Transport Canada
- Reconcile and administer landing fee invoices
- Prepare landing fees reports

- Distribute Airport Improvement Fees reports and invoice companies
- Administer and grade Airside Vehicle Operations Permit testing

QUALIFICATIONS

- Post-secondary education with a Degree, Diploma or Certificate in Aviation Management, Business Administration, Office Management or equivalent.
- Minimum two (2) years providing direct security control procedures experience
- Knowledge of and familiarity with the Transport Canada Aerodrome Security Measures is required.
- Knowledge of the Transport Canada Civil Aviation and the Federal Aeronautics Act.
- Superior interpersonal skills, able to interact with all levels in a professional, positive manner, able to building relationships and be a team player
- Excellent communication skills both oral and written, including a strong knowledge of grammar, spelling and proof-reading abilities
- Able to compose correspondence and prepare professional documentation, letters, memos, reports, presentations, spreadsheets
- Highly organized, possessing a solid ability to plan and follow up
- Possess sound judgment and the ability to effectively problem solve and/or escalate accordingly
- Resourceful self-starter, able to work independently and within a team environment
- Able to handle a variety of projects and produce work with a high degree of accuracy and attention to detail
- Able to multi-task, manage and meet deadlines and adapt easily to change
- Advanced computer skills with Microsoft Office products. Experience with GP Dynamics, and ALFA an asset
- Ability to speak French is considered an asset

SPECIAL CONDITIONS

- Must possess the ability to obtain a Restricted Access Identification Card
- Credit and Criminal record check will be conducted on hire

We offer a challenging and rewarding place to work, and provide our employees with excellent benefits and a positive work environment.

Interested and qualified candidates are invited to e-mail a resume along with a covering letter outlining how your experience supports our position requirements to: [careers@portstoronto](mailto:careers@portstoronto.com) on or before March 12th, 2018.

In the Subject Line, please quote: **PASS CONTROL OFFICER**

We thank all applicants for their interest. However, only applicants selected for an interview will be contacted.
PortsToronto is an equal opportunity employer.

To learn more about PortsToronto and the exciting work we are doing to be a city-builder and transform Toronto's waterfront go to www.portstoronto.com