



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



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're looking for a great position and a chance to make an impact, PortsToronto has the following full-time, challenging opportunity awaiting you:

SAFETY MANAGEMENT SYSTEM AND REGULATORY OFFICER

The Safety Management System and Regulatory Officer are responsible for handling day-to-day administration functions as they relate to the Safety Management System (SMS) and Noise Management.

In addition, the position requires assisting in reviewing and amending various Airside Operational Manuals such as the Airport Operations Manual (AOM), Snow and Ice Control Manual, Airport Wildlife Management Manual, Airport Maintenance Manual.

General activities and functions include, but are not limited to:

Safety Management Systems (SMS):

- Ensure full compliance in meeting all regulatory requirements
- Review and enter various SMS reports i.e.: Accident/Incidents, Hazards, Analysis forms into designated databases and folders and Vortex
- Lead Corrective Action tracking "Task Calendar and Action Records", Risk Assessments, Audits and SMS Meetings

Noise Management:

- Review and investigate noise complaints and provide response to relative complainants
- Provide monthly noise summary for publication on the PortsToronto web-site and other reports
- Provide on-going assistance with the implementation and support of BBTCA Noise Management Software programs

CADORS – Canadian Aviation Daily Occurrences:

- Daily review and communication of all CADORS related to BBTCA operations, compile into a tracking sheet
- Forward any potential operational CADORS to on-shift ADM.
- File all daily, weekly, monthly reports and forms into designated locations.
- Assist in the preparation and/or maintenance of various air operations manuals and reports

Reports and Document Filing

- Assist in the preparation and production of:
 - Noise Summary Report
 - Air Traffic Movements Report
 - ACI Report
 - Monthly Management Report

Compliance

- Ensure BBTCA's compliance with all applicable legislation, regulations and policies and procedures in the operation and management of daily airside operational activities.
- Responsible for the development, implementation and upkeep of the BBTCA Safety Management System (SMS).
- Other duties as assigned

QUALIFICATIONS:

- Post-secondary education with a focus in aviation/airport operations management or airport planning preferred
- Minimum of 2-5 years' experience in airport operations, directly including Safety Management Systems, regulatory compliance, and planning and tracking preferred
- Customer service focused, able to interact with all levels in a professional, positive manner
- Excellent communication skills both oral and written
- Able to compose correspondence, reports, conduct analysis and prepare professional documentation
- Highly organized, possessing a solid ability to plan and follow up
- Possess sound judgement 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 Vortex, Noise Desk, Web Track is an asset.
- Bilingual in French is considered an asset
- Full vaccination with Health Canada approved Covid-19 vaccine is mandatory

SPECIAL CONDITIONS

- Criminal record check will be conducted on hire
- Must possess the ability to obtain a Restricted Access Identification Card
- Flexibility to work extended hours or weekends, as the need arises

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.com

In the Subject Line state: **SAFETY MANAGEMENT SYSTEM AND REGULATORY 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