



The City of Kingston – Current Career Opportunity External Job Posting

Position:	Supervisor, Operations and Administration (Airport)	Department	Airport
File No.:	J0621-1043	Job Code:	NU398
Job Type:	Regular Full-Time	Salary Range:	
		Closing:	July 23, 2021

Opening Statement

We acknowledge that the City of Kingston is situated on traditional Anishinabek (Ah-nish-in-ah-bay), Haudenosaunee (Ho-den-o-show-nee) and Huron-Wendat (huron-wen-dat) territory and is the home of many Indigenous peoples. We are grateful to reside and work on this land.

Kingston is a smart, livable city in the heart of eastern Ontario. Its stable and diversified economy includes global corporations, innovative start-ups and all levels of government. Kingstonians enjoy a high quality of life with access to world-class education and research institutions, advanced healthcare facilities, affordable living and vibrant entertainment and tourism activities.

We take our core values of Trust, Respect, Integrity and Pride seriously and apply these standards to everything we do. We foster a working environment that reflects our community's diversity and respects people's dignity, ideas and beliefs. The City of Kingston views diversity as its strength and encourages people from all backgrounds, including but not limited to women, racialized groups, Indigenous peoples, Persons with Disabilities and persons who identify as members LGBTQ+ communities, to apply.

Position Summary

The Supervisor, Airport Administration & Operations, is directly responsible for the day to day operations of the airside, groundside and terminal building of Kingston (Norman Rogers) Airport. This position is responsible for maintaining and implementing the airport's Safety Management System and will ensure compliance with all requirements of the Canadian Aviation Regulations, the Canadian Aerodrome Security Regulations, Aerodrome Standards and Recommended Practices, the Canada Labour Code part 2, and federal and provincial environmental acts, regulations and guidelines.

KEY RESPONSIBILITIES

Ensure staff are following procedures under normal operations and provide guidance to

operations staff during irregular operations

Review, update and draft new and existing operating procedures

Lead emergency exercises and incidents

Coordinate equipment repairs with the public works department

Ensure compliance with TP312 Aerodrome standards

Ensure airport compliance is maintained during construction operations with the authority to stop work for unsafe work situations

Maintain current knowledge of upcoming changes in legislation by Transport Canada

Review and update airport operational manuals and procedures

Support the development of new operating procedures

Review and ensure accuracy of Nav Canada publications; Canada Flight Supplement and Canadian Air Pilot

Supervision of direct reports by setting schedules, resolving problems, determining work requirements and approving overtime

Manage in accordance to the collective agreement, corporate policies and programs and legislation

Ensure adequate training levels for all staff

Work within and report on established operating budgets to ensure the safe, efficient, secure, and cost-effective operation and maintenance of the airport facilities

Act as Manager, Airport in their absence

Liaise with local contractors, vendors and crane operators to ensure airport safety, federal zoning regulations, wildlife and other aviation related operations adhere to airport procedures

Liaise with Nav Canada to ensure NOTAMs and airport publications are accurate and up to date

Provide operational reports on safety measurements

Ensure Safety Management System procedures are followed and actively participate in Safety Management System meetings

Qualifications, Competencies

Diploma/degree in a Business Administration, Aviation or a directly related program

A minimum of 3 years of recent and related supervisory and or aviation administrative experience, preferably at an airport

Airside Vehicle Operators Permit (or obtained within 1 month of employment)

Strong knowledge of municipal policies, procedures, by-laws and applicable legislation and regulations

Skills, Abilities, Work Demands

Communicate with manager and supervisors across the corporation regarding facility maintenance, equipment repair, emergency procedures and other operational support issues

Liaise with tenants to ensure operational plans are followed and meet the needs of the airport

Liaise with crane operators and contractors to ensure airport safety, compliance with federal zoning regulations and other aviation related topics

Participate as a subject matter expert in CAC and AMCO airport operational working groups and committees

Provide updates and advise leadership team regarding safety management system updates, operational issues and operational needs

Must be able to obtain and maintain a satisfactory criminal record check, including vulnerable sector, at own expense

Closing Statement

Please inform us of any accommodations we need to make to ensure a barrier-free recruitment experience. Accommodations are available in accordance with the Ontario Human Rights Code (OHRC) and Accessibility for Ontarians with Disabilities Act (AODA) at any stage in the recruitment process. We're happy to provide more information if you email [us](mailto:us@HRCity@cityofkingston.ca) at HRCity@cityofkingston.ca

Please apply at: www.CityofKingston.ca/Careers. Your resumé must demonstrate how you meet position requirements. Please upload to your profile any educational Degrees, Diplomas and/or Certificates that are relevant and required for the position. We thank all who apply, however, only those selected for further consideration will be contacted.

Information collected will be handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

LINK

<https://careers.njoyn.com/cl2/xweb/xweb.asp?page=JobDetails&jobid=j0621-1043&clid=61577&lang=1&bpac=78mw65i34982iqxz345862>