



**Greenstone Regional** & Nakina Airports

The Loomex Group is

# **NOW HIRING FOR: AIRPORT OPERATIONS**

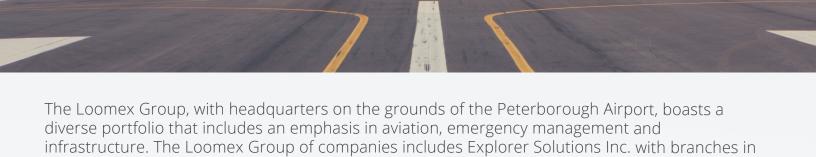
This position is responsible for many administrative tasks, and safety-sensitive functions in the daily operation of the Greenstone Regional and Nakina Airports. This includes a variety of tasks in the airport administrative offices and airside/groundside operations.



To apply for this position, please send a resume and cover letter to Terry Gervais, Director of Operations at gervaist@loomex.ca



Deadline to apply: July 28, 2021



Canada, USA, and Europe. Now in our 12th year of business, the broad knowledge base of our team allows us to effectively deliver professional, quality-conscious products and services focused on aviation management & consulting, space, economic development, agriculture, emergency

## **Duties and Responsibilities**

management, training, and education.

- Monitoring of airside and groundside operations and escort persons/vehicles airside if required
- Ensuring the adherence to the Airport Inspection Program and Safety Management System regulations
- Manage airside safety and security through the performance of airfield/runway inspections and wildlife inspections and control
- Ensuring the health and safety of airport users
- Explaining and enforcing airport rules and regulations
- Ensuring airport policies are followed, make recommendations for policy modifications, or creation of Standard Operating Procedures (SOP)
- Receiving, monitoring, and responding to community relations as required
- Initiate emergency response/activation of Airport Emergency Response Plan
- Responsible for responding to an emergency event at the airport and operate as the On-Scene Controller during the emergency
- Assist the airport manager with preparing invoices if required
- Assist with developing, maintaining, and implementing Airport manuals
- Engaging with airport tenants, employees, customers, and industry representatives in a professional and courteous manner
- Working with the airport manager and airport operations/compliance coordinator to ensure compliance of all airport operations
- Investigate and report on incidents/accidents and make recommendations to airport management
- Monthly reporting on fuel sales and aircraft movement/activity
- Communications with aircraft
- Winter operations and summer grounds maintenance
- Perform minor repairs to buildings as required



# Qualifications and Requirements

Must have the qualifications or be able to achieve them.

- Post-Secondary Aviation Education or equivalent aviation knowledge/experience
- TP312E course or equivalent experience
- Restricted Radio Operators Certificate (ROC-A) or obtain one within 30 days of being hired
- Communication skills, written and verbal, to respond to customers and complete required airport documentation procedures
- Proficiency with Microsoft Office software
- Communication skills, written and verbal
- Previous experience working in a government and municipal structure
- Experience in airport business development
- Experience with operating heavy equipment
- Ability to work independently or as part of a team
- Valid Class "G" driver's license or equivalent
- Clean drivers abstract
- Criminal Record Check Level 2

#### Qualifications considered to be an asset to this position:

- Bilingual
- D class with Z endorsement
- Airfield Lighting Maintenance Course
- Accredited Airport Executive designation
- Private Pilot's License or flight training experience
- Current C.P.R. and First Aid training
- Working knowledge of runway surface condition reporting
- Experience with operating heavy or airport equipment

## **Working Conditions**

The position requires both indoor (in an office) and outdoor work, including airside and groundside. There is a requirement to sometimes work weekends, statutory holidays, or afterhour emergencies or call-outs. In addition, given the nature of the position, applicants must live within a one-hour's drive of the Greenstone or Nakina Airports.

This position requires the ability to lift up to 30 kg, stand or sit for prolonged periods while using equipment or at a desk, lifting, pulling, and managing heavy equipment and objects.

## **Applying**

To apply for this position, please send a resume and cover letter by **July 28, 2021** to Terry Gervais, Director of Operations at **gervaist@loomex.ca** 

Please visit our websites at <u>www.loomex.ca</u> and <u>explorersolutions.ca</u> for more information about our group of companies!

