

**Full-Time & 6-Month  
Contract Positions**

**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 [gervais@loomex.ca](mailto:gervais@loomex.ca)



Deadline to apply: July 28, 2021



The Loomex Group, with headquarters on the grounds of the Peterborough Airport, boasts a diverse portfolio that includes an emphasis in aviation, emergency management and infrastructure. The Loomex Group of companies includes Explorer Solutions Inc. with branches in 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 management, training, and education.

## Duties and Responsibilities

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- 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 after-hour 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

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Please visit our websites at [www.loomex.ca](http://www.loomex.ca) and [explorersolutions.ca](http://explorersolutions.ca) for more information about our group of companies!

