



The Loomex Group is

NOW HIRING FOR:

DUTY MANAGER/COMPLIANCE SPECIALIST

Reporting to airport management, the Duty Manager/Compliance Specialist position is responsible for many administrative tasks and safety sensitive functions in the daily operation of the airport. This includes a variety of tasks in the airport administrative offices and at airside.



To apply for this position, please send a resume and cover letter to gervais@loomex.ca



The application deadline to apply is September 13, 2021



Headquartered in Peterborough, Ontario, on the grounds of the Peterborough Airport, The Loomex Group focuses the scope of its operations within the aviation, emergency management, and infrastructure sectors. Now celebrating our 12th year in business, the broad knowledge base of our team allows us to effectively deliver professional, quality-conscious products and services for a diverse range of client needs. We specialize in aviation management & consulting, space, economic development, agriculture, emergency management, training, and education. The Loomex Group of companies includes Explorer Solutions Inc., with branches in Canada, USA, and Europe.

Duties and responsibilities will include, but are not limited to:

- Monitor airside and groundside operations, provide Unicom advisories to air traffic, and escort persons and vehicles airside.
- Provide administrative support to airport management and/or the compliance team, as needed.
- Ensure adherence to the airport inspection program and safety management system (SMS) regulations.
- Ensure airside safety and security through the performance of airfield/runway inspections and wildlife inspections and control.
- Gather and provide information to airport users regarding local air traffic procedures, arrival and departure routes, noise abatement procedures, weather conditions, airport facilities, and other local services. Explain and enforce airport rules and regulations.
- Ensure airport policies are followed; make recommendations for policy modifications or creation.
- Initiate emergency response/activation of the airport emergency response plan (may be on-call in the event of an airport emergency). Provide assistance and support for distressed or disabled aircraft, and assist in emergency operations by providing first aid, operating rescue equipment, operating radio equipment, providing information, and notifying fire and other emergency services.
- Assist with special events/security.
- Assign tie-down spaces and collect rental fees.
- Review and maintain inventory of Peterborough Airport merchandise.
- Invoicing on behalf of the City of Peterborough.
- Maintain a professional presentation and interaction with airport customers.
- Cross-train and provide operational support with grounds crew (e.g., vegetation, snow, etc.) using the appropriate equipment.
- Understand and apply knowledge surrounding CARs, TP312, and any other applicable regulations used in the process of updating airport manuals, policies, and procedures.
- Actively participate in the airport's SMS by investigating safety reports, assisting the SMS manager with data collection, policy development, and other related SMS tasks.
- Other duties as required.





Qualifications and Requirements

The incumbent will be required to have and be able to produce the following skills, background and documents:

- Ability to work independently as well as part of a team
- Post-secondary aviation education or equivalent aviation knowledge/experience
- TP312E course or equivalent experience
- Restricted Radio Operators Certificate (ROC-A)
- Strong written and verbal communication skills (responding to customers and completing all required airport documentation procedures)
- Proficiency with Microsoft Office software
- Valid G-class driver's license with clean drivers abstract
- Criminal Record Check Level 2

Qualifications considered to be assets to the position:

- Auditing certification and/or experience
- Airfield Lighting Maintenance Course
- Private pilot's license or flight training experience
- Chainsaw safety certification
- Firearms Possession and Acquisition Permit
- Current CPR and first aid training
- Working knowledge of runway surface condition reporting
- DZ or heavy equipment operations experience

Working Conditions

Approximately 50% of this role's duties will be performed outdoors. The hours for this position include shifts, weekends, statutory holidays, and rotational on-call hours.

Due to the nature of this position, the incumbent must live within one hour's drive of the assigned airport. The Loomex Group has multiple locations within Canada, and, depending on business needs and financial requirements, the incumbent may be transferred or requested to travel to another location as required. In the event of a transfer, the incumbent will be provided advanced notice in order to support a successful transition.

This position will involve prolonged periods of standing or sitting while using equipment or at a desk. The ability to lift up to 30 kg is required, and the pulling and managing heavy of equipment and objects will also be required.

Applying

To apply for this position, please send a resume and cover letter by **September 13, 2021** to Terry Gervais, Director of Operations at gervais@loomex.ca