

**OPERATIONS MANAGER – (Non-Union)**  
**(Timmins Victor M. Power Airport)**  
**(Competition No.: AIR-2015-02)**

Under the supervision of the Airport Manager manage Airport Maintenance in support of Airport facilities and equipment, provide technical services and advice regarding operations, maintenance and project development in order to ensure safe and uninterrupted 24-hour day-to-day operations.

**DUTIES:**

- Responsible for the implementation and maintenance of the Safety Management System (SMS);
- Coordinates and Implements the Airport Operation Maintenance Programs and Standard Operating procedures for airfield inspections, winter maintenance, airport facilities, movement surfaces and the repair of airport mobile equipment and buildings;
- Directs and implements a program for the normal 24 hour day-to-day operations of the airport to ensure safe uninterrupted operations and a program of operational response during unusual, unplanned, or emergency situations;
- Works in compliance with the provisions of the Canadian Aviation Regulations, Canada Labour Code, *Occupational Health & Safety Act* and other codes to maintain a safe working environment;
- Following the Airport's operating policies and procedures, and Transport Canada Certification Standards, maximizes the utilization of staff, equipment, and material in a safe, efficient, and effective manner within budget guidelines;
- Organizes and directs the maintenance and repair of building, machinery, equipment and electrical, HVAC systems, plumbing systems and life safety and security systems;
- Provides input to the Airport Manager for the preparation of the annual operating and capital budgets;
- Provides the Airport Manager, other Managers, and agencies with technical consulting services and technical advice and support in identification, definition, and resolution of problems in the operations and maintenance functions;
- Responds to emergency situations and acts as on scene Airport Coordinator as required;
- Manages the Obstacle Limitations Surfaces (OLS) program, coordinate audits, maintain equipment and recommends remedial actions to address OLS issues to the Airport Manager;
- Manages AVOP and Restricted Area Pass program;
- Performs other work related duties as requested by the manager which are not limited by this job description.

**QUALIFICATIONS:**

- Two year Community College post-secondary education in airport related fields or programs related to building, equipment, airfield maintenance and heavy equipment operation;
- Three years of management experience in Airport operations or technical related fields and having held positions with increasing levels of responsibility preferred;
- Strong knowledge of policies and standards related to airport operations (TP312 4<sup>th</sup>, edition and Canadian Aviation's Regulations CARs);
- Knowledge of Airport Safety Management Systems and or ISO management standard systems;
- Building/Airfield Electrical HVAC, Water/Sewer Certification an asset;
- Airport Maintenance/Operations certification an asset;
- Proven abilities in planning, organizing and negotiating, as well as conflict management, problem solving, project management and quality decision making skills;
- Demonstrated ability to deal effectively with contractors, service providers, tenants, and the general public;
- Possess advanced Computer skills including familiarity with Microsoft Office. Experience with Airman, Aim/Tracker software, other electronic data collection and communication systems deemed an asset;
- Valid Class G driver's licence with a clear driver's abstract;
- Proficiency in English and French considered a definite asset;
- Ability to obtain AVOP (Airside Vehicle Operator's Permit);
- Desirable –possess a Canadian Firearms Possession and Acquisition Certificate;
- Valid restricted radio operator's licence considered an asset;
- Current and clear criminal background check required.

**SALARY & BENEFITS: As per the Non-Union Remuneration and Benefits Program**

All applications must be received in the Human Resources Department by the closing date of **April 10, 2015**.

**BY MAIL:** 220 Algonquin Blvd. East Timmins, ON P4N 1B3  
**HAND DELIVERY:** 236 Algonquin Blvd. East, 2<sup>nd</sup> Floor Timmins, ON P4N 1B2  
**VIA FAX:** 705-360-2685  
**VIA EMAIL:** [human\\_resources@timmins.ca](mailto:human_resources@timmins.ca)

Phone: 705-360-2628 [www.timmins.ca](http://www.timmins.ca)

**“Only those selected for an interview will be contacted. Although we may have your application on file, you must re-apply for this specific competition. Pour de l'information en français, veuillez appeler le 360-2600, poste 2312.”**

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