



Region of Waterloo

Supervisor, Regulatory Affairs & Administration (Airport)

Length: Full-time

Salary: \$74,638.20 - \$93,293.20 per annum

Location: Region of Waterloo International Airport, 4881 Fountain St. N., Breslau

Closing Date: November 15, 2016

Description of Duties:

Develops, implements, monitors, and maintains programs that ensure regulatory compliance (certification) of the Airport; provides leadership and advice to staff, air carriers, tenants, federal agencies, and vendors on safety and security matters; and supervises administrative and financial functions, including budgets, accounting, and financial services for operating and capital programs.

Knowledge, Skills & Abilities Required:

- Knowledge of the principles, practices, procedures, and techniques of airport operations and management, airport safety management systems, aviation security, emergency planning, aerodrome operations, airline and air traffic operations, and terminal complex leases and licenses, normally acquired through a community college diploma in Airport Management or related field, plus related experience in airport operations or administration at an airport serving scheduled air carriers.
- Must be accredited or eligible for accreditation under the International Association of Airport Executives.
- Knowledge of and ability to comply with corporate policies/procedures; standard operating procedures operations; relevant by-laws; and legislation (e.g., aviation; transportation; aviation security; labour code; health and safety; privacy).
- Skill in commercial development administration; lease/licensing document preparation; Provincial programs, funding, cost sharing arrangements, and budget forms; and property tax as it relates to an airport and tenants.
- Analytical, research, and problem solving skills to analyze, interpret, and apply legislation, policies, and procedures; research best practices; plan, prioritize, and organize own and others' work; and meet deadlines. Ability to make logical financial, technical, and human resource decisions.
- Leadership, negotiation, and human relations skills to supervise staff; administer contracts; direct contractors and security personnel; establish and maintain effective working relationships with co-workers and tenants; respond with

- professional courtesy to stakeholders (e.g., agencies, businesses, customers); conduct presentations to staff, the public, external agencies, and other interest groups; positively promote the Airport; communicate concerns with users, tenants, the media, and the public; and participate as an effective team member.
- Ability to read and interpret policies, procedures, reports, articles, legislation, specifications, and standards. Ability to proofread correspondence, minutes, and legal/financial documents. Ability to prepare letters and reports for the Airport Authority, Council, economic developers, other levels of government, visitors, lawyers, tenants, vendors, auditors, and staff. Ability to write instructions, manuals, reports, specifications, contracts, agreements, legal documents, licenses, and other correspondence involving precise, technical terminology.
 - Computer skills using software such as Microsoft Office, financial reporting systems, SFG, and a landing fee administrator system.
 - Must have a valid class G driver's license and acceptable driving record to operate Regional vehicles, and ability to travel to locations within Waterloo Region.
 - Must have a valid Restricted Radio Telephone Operator's Certificate and valid Airside Vehicle Operator's Permit (or attain within 3 days of employment).
 - Must possess a valid First Aid/CPR Certificate.
 - Must provide an acceptable Police Information Check (Level 2) for bondability.
 - Must provide an acceptable Security Clearance from Transport Canada to meet Transportation Canada airport security requirements -OR- must provide an acceptable Police Records Check and be able to obtain a Secret Level Security Clearance from Transport Canada within 6 months of hire.
 - Ability to participate in an official standby/on-call rotation to respond to legislated or time sensitive demands beyond regularly scheduled work hours.
 - Ability to support and project the Region's values.

Please apply online, by the closing date **Nov 15, 2016** quoting competition number **2016-1884**, or send your resume to: The Regional Municipality of Waterloo, Human Resources, 150 Frederick Street, 3rd Floor, Kitchener, ON N2G 4J3.

We thank all applicants in advance; however, we will be corresponding only with those selected for an interview.

The Region of Waterloo is an equal opportunity employer committed to diversity and inclusion. We encourage qualified applicants to apply and will accommodate the needs of qualified applicants under the Human Rights Code in all parts of the hiring process.

Alternate formats of this document are available upon request. Please contact the Service First Call Centre at phone number (519) 575-4400, TTY number (519-575-4608) to request an alternate format.