

# Airport Manager

## Woodlands County

### Whitecourt, AB



Woodlands County ([www.woodlands.ab.ca](http://www.woodlands.ab.ca)) is a rural municipality approximately 150 kilometers northwest of Edmonton, Alberta surrounding the Town of Whitecourt. With a population of over 4,600 people, it is a thriving natural playground, welcoming families, businesses and tourists alike to experience and enjoy all there is to offer.

The Whitecourt Airport has been recently certified by Transport Canada, has a 5,800-foot paved runway, and offers many services you'd expect including: Nav Canada flight service station providing advisory services; fuel sales of AVGAS and Jet Fuel; short-term and long-term tie down spaces, aircraft overnight storage; vehicle rental kiosk; to name a few.

Reporting to the County's Director of Infrastructure Services, the Airport Manager has a staff of four in the winter and three in the summer (Admin Assistant and Operations staff), and a combined budget of nearly \$1.2M.

The Airport Manager is accountable for:

- Managing the daily operation of the airport terminal and scheduling appropriate numbers of staff.
- Monitoring all employees, stakeholders, outside vendors and businesses to ensure that they are in compliance with aviation regulations and security procedures.
- Ensuring all financial aspects of running a certified airport (i.e. preparing annual operational budgets, capital budgets and federal aviation grant applications, etc.).
- Providing proper training to staff on all airport operational and safety procedures, including emergency responses according to the Airport Operating Manual and Woodlands County safety procedures.
- Maintaining and guaranteeing compliance of all airport documentation required to maintain a certified status with Transport Canada....such as SMS (Safety Management System), Airport Operations Manuals, and Airport Wildlife Control Manuals.
- Working with Council and County planning staff to plan, promote and expand new airport land developments.
- Operating maintenance equipment required for runway clearing and submitting required runway reports at the frequency as outlined by Transport Canada.

The successful candidate will require 5-10 years' experience managing the daily operations, maintenance, and staffing requirements at a certified airport. He/she will also possess strong written, oral and presentation skills and will provide a high level of attention to detail and accuracy. Further, he/she will be highly motivated, organized and capable of managing multi-tasks within a team environment as well as possess problem solving and decision making skills. A working knowledge of Microsoft Office Suite and other software applications is vital.

***For further information please visit our website, or contact:***

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