



YOUR  
QUICK  
GATEWAY  
(WINDSOR)

Windsor International Airport  
3200 County Rd. 42  
Unit Number 200  
Windsor, Ontario  
Canada, N8V 0A1

phone: 519-969-2430  
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Your Quick Gateway (Windsor) Job opportunity

**Manager of Operations**

|                           |                   |                          |                   |
|---------------------------|-------------------|--------------------------|-------------------|
| <b>DEPARTMENT:</b>        | Operations        | <b>UNION:</b>            | UTCE              |
| <b>POSTING STATUS:</b>    | Regular Full-time | <b>SHIFT WORK REQ'D:</b> | No                |
| <b># OF POSITIONS:</b>    | 1                 | <b>DEADLINE DATE:</b>    | September 6, 2016 |
| <b>BASE ANNUAL SALARY</b> | TBD               | <b>BENEFITS:</b>         | Yes               |

**Duties:**

Reporting to the Director of Operations, the Manager of Operations will:

- Monitor airport activities ensuring the adherence to the Canadian Aviation regulations and TP-312 and Safety Management System; conduct regular inspections and reports on facilities, runways, fences, wildlife control and lighting equipment conditions; and direct or perform maintenance as needed.
- Manage employees and external contractors working on airport grounds.
- Work with the Director of Safety and Security to ensure compliance with all safety and security regulations.
- Manage the fleet, fleet maintenance and winter operation program including updating the Snow Operation Plan.
- Responsible for overall appearance of airport grounds and facilities, including the removal of obstacles from runways and approaches, controlling weeds and FOD.
- Operate a variety of motor vehicles such as pickup trucks, heavy equipment, tractors, sweeping machines, light equipment, and other related equipment.
- Monitoring of airside and groundside operations, ensuring a clean, safe environment for the public and airport users and staff.
- Assist in creating a long term plan for equipment and facility replacement/alteration.
- Together with the Director of Operations, gather and provide information to airport users regarding local air traffic procedures and arrival and departure times, to ensure that the apron management plan is effective and that all apron movement is safe.
- Ensure compliance with Airport policies and make recommendations for policy modifications or creation.
- Initiate emergency response procedures and/or the activation of Airport Emergency Response Plan.
- 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 the radio, providing information, and notifying fire and other emergency services.
- Maintain records on airport supplies, facilities, services, and equipment.
- Create and maintain a work schedule for staff, maximizing resources during core hours while effectively managing overtime, vacations and training needs.
- Conduct monthly staff meetings.
- Delegate to, supervise, and train Airport Operations staff in the absence of the Director of Airport Operations.
- Perform related duties as assigned.

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**Qualifications:**

- Must have a College Diploma or a University Degree with a focus on Aviation/Airport Operations Management or Technical Operations Management
- Minimum of 8-10 years experience in airport operations, including knowledge of TP312, 4th & 5<sup>th</sup> editions and the Canadian Aviation Regulations.
- Minimum of 5 years experience supervising in a unionized environment.
- Knowledge and experience in the operation of heavy equipment relating to snow removal, pavement and grounds maintenance in an airport environment
- Knowledge in ARFF and the development and maintenance of the ARFF training program
- Must have computer experience.
- Self motivated, detail oriented, with an ability to meet multiple deadlines and manage multiple priorities.
- Able to work independently and effectively as part of a team.
- Able to work nights, weekends and holidays.
- Must be able to qualify for a Transportation Security Clearance and a Restricted Area Identity Card (RAIC)
- Must have a valid Police Clearance
- Must have a valid DZ driver's license

Applications with résumés should be sent by email to [dbartlett@yqg.ca](mailto:dbartlett@yqg.ca)

Only those that are chosen for an interview will be contacted.