



Northwest Regional Airport Terrace-Kitimat

Manager of Operations

Reporting: Airport General Manager

Hours of work: 40 hour per week

Salary: Commensurate to experience

Working as part of the Senior Management Team, and reporting to the Airport General Manager, the Manager of Operations will be responsible for day to day airside, groundside and terminal operations, safety & security, customer service, environment, emergency response, maintenance, fleet management, AVOP and facilities management. You will frequently act as an alternate for the Airport General Manager in his absence. You will create and implement short-term objectives and targets, and will assist with strategic planning and the development and implementation of long-term objectives and targets as needed. You will ensure regulatory compliance and operational certifications. You will have purchasing authority and will prepare and manage the budgets of the assigned departments, participate in management decisions related to investments in capital improvements and develop and oversee the capital program and/or projects. You will participate in decisions involving the organization structure and staffing levels and provide effective leadership to, and management of personnel in their departments including authorizing leave and overtime and taking disciplinary action. You will also develop job priorities, assignments, work crew schedules and may operate heavy equipment on occasion to prevent airport closure.

Qualifications: Education, Experience, Skills and Abilities

- Bring an entrepreneurial perspective to the Job.
- Be a team player with a Can-Do attitude.
- Have a solid work ethic and be willing to go beyond the call of duty to get the job done.
- Have excellent communications, interpersonal and presentation skills to conduct presentations to staff, Committees, Area Municipal councils, public, interest groups, and agencies using audiovisual equipment.
- Be well organized, resourceful and detail oriented.
- Be experienced in leading a group of specialized personnel and managing sub-contractors with analytical and problem solving skills to plan and develop objectives and determine goals of the airport, classify, and organize the work, and select and coordinate staff.
- Be skilled in the operation of a computer using software programs such as Microsoft Office with ability to compose and write reports, articles, policies,



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- correspondence, specifications, and standards; read reports, articles, proposals, plans, correspondence, technical drawings, manuals and technical books;
- Have a comprehensive knowledge of all aspects of aviation and aircraft procedures and practices, airport operations including snow removal, financial and personnel management, airport security, emergency planning.
 - Be knowledgeable of all relevant Federal, Provincial, and Municipal legislation, regulations and policies.
 - Have the ability to receive Government of Canada security clearance to the appropriate level, as required by Transport Canada authorities.
 - Have the ability to obtain Restricted Radio Operators licence and Class D Airside Vehicle Operator Permit
 - Have the ability to obtain a Class 3 drivers license with an Air-Brake endorsement.
 - Have the ability to obtain ARFF certification
 - Demonstrate leadership, negotiation, and human relations skills to manage, develop, motivate, and support staff in achieving goals and objectives; relate effectively with existing and potential tenants and clients; and participate as an effective team member.

Membership in the International Association of Airport Executives accreditation or enrollment in the accreditation program would be supported.

This is a permanent full time position

Interested persons can apply by email to careers@yxt.ca with resume by noon **February 14, 2017**.

We thank all applicants for their interest, however only Candidates to be interviewed will be contacted