



City of Powell River

Job Posting

Assistant Airport Manager

Come to Powell River for an amazing adventure and a rewarding employment opportunity at the Powell River Airport. After work, take advantage of a breadth of cultural opportunities that is unprecedented in similar sized communities. Enjoy the best the British Columbia outdoors can offer: sea fishing, kayaking, cruising, and sailing; fresh water lakes of all sizes; trails for serious or casual hikers, bikers and riders. Powell River offers it all.

The City is seeking an enthusiastic, motivated, and strategically minded project manager to fill a 6 month full-time position, on a contract basis, as Assistant Airport Manager to work with the Manager of Operations to ensure regulatory compliance, assist in providing daily inspection services, coordinating repairs and maintenance services, identifying and correcting hazards and updating manuals and documentation including the Safety Management and Operations Manuals. A term extension is a possibility.

Facility Overview

The Powell River Airport is a Transport Canada certified facility, meeting the requirements of TP312E for a Code 2C, Non-Instrument Approach. The airport has a total land area of 80 hectares and includes the following facilities:

- Runway 09-27 - 1,104m x 46m (3,621 x 150 feet) asphalt surface
- Two paved taxiways; 110m x 26m Taxiway Alpha and 110m x 10m Taxiway Bravo, both connecting the Apron and Runway 09-27
- One paved Apron, approximately 3,500m².
- Air Terminal Building; approximately 237m²,
- Miscellaneous Storage Building; approximately 55m², and
- Navigational Aids (owned by the City of Powell River), including a Non-Directional Beacon (NDB) and Distance Measuring Equipment (DME).

Position Summary

Under the direction of the Manager of Operations, the Assistant Airport Manager will be responsible to ensure regulatory compliance and operational certificates for the airport. The position will assist in providing daily inspection services, coordinating repairs and maintenance services, identifying and correcting hazards and updating manuals and documentation including the Safety Management and Operations Manuals.

Hours of Operation

The Powell River Airport is open seven days per week. The hours for this position are 40 hours per week. Because of job related duties, the assistant must be flexible with scheduling to perform runway inspections on weekends, prior to the first commercial flight at 7am and until 9 pm.

Duties and Responsibilities

- Responsible for updating airport related manuals including the Airport Operations Manual, Safety Management Manual, Emergency Response Plan and Wildlife Control Manual
- Reviews Transport Canada regulations, advisory circulars and Nav Canada CAP & CFS
- Assists with conducting daily runway, wildlife and security checks and completes required documentation. Inspections will be completed prior to the first scheduled commercial flights
- Assists with coordinating maintenance activities including painting, grass mowing, asphalt repairs, crack sealing, fence inspections, OLS survey
- Assists with coordinating and participating in airport training including, annual emergency response table top and full scale exercises
- Assists with coordinating repairs and maintenance of hazard beacons, PAPI lights, runway lights, DME and friction meter
- Assists with completing; hazard reports, risk management, investigations, corrective actions, annual goals and objectives and management reviews
- Assists with Coordinating quality assurance audits
- Contacts appropriate City staff for snow and ice removal purposes. Inspections shall be completed sufficiently prior to scheduled commercial flights so to allow the snow and ice removal/treatment
- Available to work during periods of inclement weather to perform additional runway, wildlife and security checks. Additional runway checks will vary depending on the duration of the weather pattern
- Conduct runway tests to measure the coefficient of friction during times of ice and snow using a city supplied Decelerometer and methodology provided by manufacturer. Completes runway condition reports
- Notify Kamloops Flight Services as required to advise of local runway conditions using an *Aircraft Movement Surface Condition Report* form. Issue NOTAM's (Notice to Airmen) when required. Release NOTAM's when appropriate.
- Employ methods outlined in the Wildlife Management Plan to disperse birds and other wildlife at the airport
- Report on airport matters to the Manager of Operations.
- Liaise with airport users, government officials, Transport Canada, community groups, the general public and City staff.

Qualifications and Experience

- Valid Class 5 BC Driver's License and provide personal vehicle for use during working hours
- Currently possess or have the ability to obtain an Airport Vehicle Operations Permit
- Restricted Radio Operators License (Aeronautical)
- Basic computers skills using software programs such as Microsoft Office with the ability to compose and write reports, policies and manuals.
- Formal training in safety managements systems, Canadian Aviation Standards, Aerodrome Standards TP 312, runway condition reporting and airport wildlife control.
- Minimum 2 years previous management experience with a comprehensive knowledge of all aspects of aviation and aircraft operations, policies and procedures.

Agreement Term

The term of the Agreement shall be for a six (6) month term with options to extend the agreement.

To Apply

****ALL APPLICATIONS MUST BE SUBMITTED ON-LINE****

Navigate to the City's website at www.powellriver.ca

Select '**Departments**', then '**Human Resources**', then '**Employment Opportunities**'.

Click on the desired job posting displayed and you will be taken to the instructions on how to apply.

IMPORTANT: Each applicant must use an email address unique to them.

PLEASE NOTE: You must upload a Cover Letter and a Resume as two separate documents. All other supporting documentation must be combined in a third document. All documents must be in PDF or Word format. If you encounter technical difficulties, switching to a different internet browser may resolve them. If not, please call City Hall at (604) 485-6291 and ask for the H.R. Clerk.

Application deadline October 27, 2017.

We thank all applicants for their interest. However, only those applicants selected for interview will be acknowledged.

The City of Powell River is an equal opportunity employer.