



Northwest Regional Airport Terrace-Kitimat

Job Posting:	2022-003
CUPE Local 2012-02 Union Representative:	Brandie Correia
Airport Management Representative:	Carman Hendry
Notes:	Job will be posted internally for 10 days in CSB lunchroom beginning April 22, 2022. Submit letter of interest and recent resume to Airport General Manager at careers@yxt.ca on or before May 2, 2022, at 12:00pm.
JOB DESCRIPTION:	
Location:	Northwest Regional Airport, Terrace-Kitimat
Job title:	Supervisor of Operations, Maintenance & Security Permanent Full Time
Pay Level:	Supervisor of Operations, Maintenance & Security
Reports to:	Manager of Operations
<p>The Northwest Regional Airport, Terrace-Kitimat (NWRA) is currently looking for a Supervisor of Operations, Maintenance & Security to join our team. We are looking for someone who has great leadership skills. Organizational and planning skills are a definite asset.</p> <p>This position would be required to perform a variety of duties at the airport, as directed by operational requirements. The candidate would follow established guidelines and procedures to ensure the safe and efficient operation of the airport facility.</p> <p>This position requires an individual who can provide a high level of leadership and supervision. The successful candidate must demonstrate excellent communication skills and the ability to handle confidential and sensitive information.</p> <p>The Supervisor of Operations, Maintenance & Security may work traditional shifts, as well as non-traditional shifts, covering twenty-four hours per day, seven days per week, including holidays. This position reports directly to the Manager of Operations.</p> <p>Duties include, but not limited to:</p> <ul style="list-style-type: none">• Organize day to day airside, groundside and terminal operations, adherence to safety & security, customer service, environmental responsibilities, emergency response, maintenance, fleet management, AVOP and facilities management.• Plan, coordinate, direct and monitor the work of Airport operations personnel, organizing personnel resources, assigning tasks, training, scheduling, conducting performance evaluations, relaying and following complex oral or written instructions.• Supervise the work of staff, performance of operational functions ensuring a high-performance, customer service-oriented work environment that supports the airports vision and goals, recommending changes in practices and procedures to increase operating efficiency and expedite work flow.	



Northwest Regional Airport Terrace-Kitimat

- Devise and evaluate performance standards for the assigned area(s) and develop long range/short term goals and objectives for the assigned area(s) in conjunction with departmental plans and goals.
- Develop and implement operational policies in accordance with airport management and board requests, federal mandates and/or legislation and ensures policies are regularly evaluated in accordance with legislation, governmental requirements, and standards.
- Develop or modifies work plans, methods, and procedures and determines work priorities.
- Assign and distribute work, review work for accuracy and completeness, and return assignments with recommendations for proper completion.
- Plan, organize, and conduct training programs for NWRA operations crew.
- Develop and monitor AVOP program, training both in-house and external agencies, certifying these personnel for airside access and vehicle operation privileges.
- Establish and maintain effective working relationships among various work groups by encouraging, developing, and strengthening cooperation and leadership in inter-group relations and communications.
- Interact and provide assistance to tenants, contractors, government agencies, other city departments, the traveling public and airport employees, as required.
- Develop and implement staff training and development programs to ensure regulatory and in-house training requirements are met and to provide opportunities for individual employee growth and long-term development of employees.
- Develop and manage the budget for the assigned area(s) and allocating funds in order to accomplish departmental and overall goals and objectives.
- Make recommendations for purchase of equipment, services, and vehicles and for sale of surplus items; prepares bid specifications.
- Participate in management decisions related to investments in capital improvements and develop and oversee the capital program and/or projects.
- Conduct preliminary plan review of improvement projects on and around the Airport to assist in ensuring compliance with Federal Aviation Regulations; confers with design engineers, contractors, inspectors and property owners regarding plans review.
- Develop goals, document performance, provide performance feedback and formally evaluate the work of the employees; document performance concerns and provide reward and recognition for proper and efficient performance. Assists staff to achieve performance standards and identify opportunities for continual improvement to performance standards.
- Directs or assist with the development of contracts within the operational area(s) including drafting RFP for professional/services contracts, evaluating proposals, assisting with selecting successful bidder and contract administration, and monitoring contracts for compliance and expenditures.
- Participate in decisions involving the organization structure and staffing levels and provide effective leadership and management of personnel in their departments, including shift scheduling, overtime approval, payroll submissions and leave authorizations.
- Actively participate in the NWRA Safety Management Systems (SMS) Program; including training, awareness, safety report reviews, investigations, implementing mitigations and follow-up.



Northwest Regional Airport Terrace-Kitimat

- Coordinate, plan and chair regular NWRA Staff and NWRA Tenant Safety & Operations Meetings.
- Work extended hours and/or shifts when weather conditions warrant, or an emergency occurs.
- Heavy equipment operation.
- Capable of ARFF certification.
- Performs other related duties as assigned.

Our ideal candidate will:

- Bring an entrepreneurial perspective to the job.
- Be a team player with a Can-Do attitude.
- Lead by example, with a solid work ethic.
- Have excellent communication, interpersonal and presentation skills.
- Be well organized, resourceful and detail oriented.
- Have a good working knowledge of the Microsoft Office Suite.
- Have general office skills, ability to write reports, policies, correspondence, maintain accurate records, etc.
- Have a comprehensive knowledge of all aspects of aviation and aircraft procedures and practices, airport operations including snow removal, financial and personnel management, airport programs, airport security, emergency planning.
- Have investigative skills and proactive approach to resolve situations as they arise.
- Have the ability to develop and institute policies, procedures, rules and regulations.

Minimum qualifications:

- **Education:**
 - Grade 12 or equivalent
- **Experience:**
 - Ten years of supervisory experience within an operational area, supervising a group of ten employees or more.
 - Basic office skills, computer proficiency in Microsoft Suite, especially word and excel.
 - Strong interpersonal skills and the ability to foster effective working relationships with numerous internal and external airport stakeholders.
 - Ability to effectively communicate both orally and in writing.
 - Working knowledge of TP312 4th and 5th Editions (in respect to items applicable to NWRA)
- **Licensure and Certification:**
 - Fully vaccinated against COVID-19
 - Class 1 or 3 Driver's License with Air Endorsement
 - Licenses and certifications must be kept current as a condition of employment.
 - Criminal background check is required for all positions at NWRA.
 - Employees are also required to report any felony convictions and/or moving violations to maintain this clearance and be eligible for continued employment.



Northwest Regional Airport Terrace-Kitimat

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

Hours of Work:

- Hours up to 40 hours per week.
- Shift schedules are subject to flight times and regulations.

Wage rate:

Per Appendix A, Collective Agreement

Closing date:

May 2, 2022, 12:00pm