



Northwest Regional Airport Terrace-Kitimat

JOB POSTING

2026-011

CUPE Local 2012-02 Union Representative Heather Corkum

NWRA Management Representative Carman Hendry

This job will be posted internally in the CSB & Admin lunchroom beginning October 22, 2026.

Submit a letter of interest and a recent resume to the Manager of Operations via email to careers@yxt.ca on or before October 30, 2026, at 12:00 pm.

Job Title: Supervisor of Operations, Maintenance & Security
Status: Temporary Full-Time (3-Month Term)
Location: Northwest Regional Airport, Terrace-Kitimat
Reports to: Manager of Operations
Pay Level: Supervisor of Operations, Maintenance & Security
Collective Agreement Appendix A
Pay Level 8 - \$50.71/hr. plus premiums

The **Supervisor of Operations, Maintenance & Security** is responsible for performing a variety of duties at the airport as directed by operational requirements. Establishing and following guidelines and procedures to ensure the safe and efficient operation of the airport facility. Expected to provide a high level of leadership and supervision over the operations team.

Responsible for:

- When required, the position leads an operations team to accomplish the required tasks (i.e. winter chargehand).
- In the event of an emergency, perform emergency response duties to minimize damage to life and property. Providing effective fire suppression activities in the event of an aircraft crash, aircraft fire or other emergency on airport property or surrounding area. Providing first aid as required.
- Maintaining currency with all rules, regulations and changes related to these job duties and regulated by Transport Canada.
- Ensuring all regulatory requirements identified above are recognized and met within the department.
- Maintaining inventory of consumables.
- Ensuring the administrative duties that support the job are maintained, including any reporting requirements.
- Develop and manage the budget for the assigned area(s) and allocate funds in order to accomplish departmental and overall goals and objectives.
- Make recommendations for the purchase of equipment, services, and vehicles and for the sale of surplus items; prepare bid specifications.
- Participate in management decisions related to investments in capital improvements and develop and oversee the capital program and/or projects.
- Organizing the day-to-day airside, groundside and terminal operations, adherence to safety and security, customer service, environmental responsibilities, emergency response, maintenance, fleet management, AVOP and facilities management.
- Planning, coordinating, directing, and monitoring the work of airport operations personnel, organizing personnel resources, assigning tasks, training, scheduling, conducting performance evaluations, relaying, and following complex oral or written instructions.



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- Supervising the work of staff and performance of operational functions, ensuring a high-performance, customer service-oriented work environment that supports the airport's vision and goals, recommending changes in practices and procedures to increase operating efficiency and expedite workflow.
- Performance management of employees, including formal employee reviews.
- Preparing, providing, and ensuring all training requirements for airport staff.

Job Duties:

Below is an outline of the job's primary duties and requirements, which is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- General maintenance duties on asphalt, concrete pavement, and airport grounds.
- Maintenance of airport buildings and structures.
- Maintenance of the water and sewer systems.
- Installation and maintenance of fences and signage.
- Monitoring, analyzing, and reporting aircraft movement surface conditions.
- Operating a variety of hand and power tools and equipment related to activities.
- Operating heavy, light, and small equipment, including routine maintenance as required.
- Assisting with work in operational areas (trades) as required with repairs, as directed.
- General equipment maintenance.
- General maintenance (AOS) worklists and duties
- Working with an established preventative maintenance program.
- Keeps current on changes and common practices within the industry.
- Capable of AFF Certification.
- Maintaining and updating equipment and spare parts.
- Conduct daily meetings with operations personnel to brief and debrief them regarding daily events, scheduled maintenance, construction projects, operating procedures, training, and special events.
- 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 ensure policies are regularly evaluated in accordance with legislation, governmental requirements, and standards.
- Develop or modify work plans, methods and procedures and determine work priorities.
- Assign and distribute work, review work for accuracy and completeness and return assignments with recommendations for proper completion.
- Plans, organizes and conducts training programs for NWRA operations crew.
- Develop and monitor the 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 travelling public and airport employees, as required.
- Plans and organizes training programs for NWRA operations crew.
- 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.



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- 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.
- Meets with contractors for tailgate meetings and monitors airside safety of all projects.
- Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.
- Directs or assists with the development of contracts within the operational area(s), including drafting RFP for professional/services contracts, evaluating proposals, assisting with selecting successful bidders and contract administration, and monitoring contracts for compliance and expenditures.
- Participate in decisions involving the organization structure and staffing levels and provide effective leadership 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.
- Coordinate, plan and chair regular NWRA and NWRA Tenant Safety & Operations Meetings.
- Responds to questions and complaints from the public.
- Airport parking lot enforcement, issuing tickets, attending court if required.
- Emergency intervention duties, as required.
- Adhering to all airport safety and security regulations.
- Monitoring and managing the safety around all airport areas.
- Observes safe work methods, uses safety equipment, and secures worksites from safety hazards as necessary.
- Maintains basic records of work performed.
- Performing duties and abiding by requirements outlined in the various airport programs, such as, but not limited to:
 - NWRA Airport Safety Program;
 - NWRA Safety Management Systems (SMS);
 - NWRA Wildlife Management Plan;
 - NWRA Foreign Object Debris (FOD) Plan;
 - NWRA Winter Maintenance Plan;
 - NWRA Apron Management Plan;
 - NWRA Reduced Visibility Operation Plan (RVOP);
 - NWRA Airside Vehicle Operation Program (AVOP); and the
 - NWRA Airport Security Program (ASP).

Qualifications:

- Strong communication skills, both verbal and written in English, are required.
- Requires a minimum of five years in a supervisory role with more than five direct reports.
- Valid Class 1 or 3 Driver's License with air endorsement or equivalent level of experience.
- Intermediate computer skills and experience with the Microsoft Office Suite.
- Working knowledge of TP312 4th and 5th Editions.
- Understanding of the Canadian Aviation Regulations (with respect to airports).
- Strong interpersonal skills and the ability to foster effective working relationships with numerous internal and external airport stakeholders.

Physical Requirements:



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- This role requires the ability to work in various weather conditions. Activities are carried out regardless of weather or working conditions, within required safety standards.
- This role demands good physical health, including lifting, bending, and extensive walking.
- The incumbent must be able to work at heights or on ladders without signs of acrophobia and in confined spaces and smoke-filled areas without signs of claustrophobia.
- The incumbent must be able to work in close proximity to active runways and aircraft maneuvering areas.
- The AFF role requires wearing heavy protective clothing, often in non-air-conditioned environments and outdoors in all weather. The work requires a high level of cardiovascular and physical fitness and dexterity.

Experience:

- Experience in operating heavy equipment.
- Experience in snow removal operations.
- Experience in grounds maintenance.
- Experience in building maintenance, including preventive and structural tasks.
- Experience in developing and implementing preventive maintenance schedules and work plans.
- Experience in planning, delegating, and overseeing multiple maintenance projects simultaneously, ensuring timely completion within budget.
- Strong interpersonal skills and the ability to foster effective working relationships with numerous internal and external airport stakeholders.
- Crew leadership experience.
- Crew training experience.
- Supervisory experience within an operational area.
- Experience with operating and capital budget planning.

Hours of Work:

- Up to 40 hours per week.
- Hours of work are scheduled between 00:00 and 24:00, seven days a week, subject to flight times and regulations.