



IDENTIFICATION

Department	Position Title	
Infrastructure	Operations, Safety & Emergency Planning Officer	
Position Number	Community	Division/Region(s)
33-13052	Yellowknife	Air, Marine and Safety/HQ

PURPOSE OF THE POSITION

Along with other members of the unit, the Operations, Safety & Emergency Planning Officer is responsible for the development, implementation and oversight of the safety and security, emergency planning, operational and maintenance framework for the GNWT's (Government of the Northwest Territories) system of public airports. This is done to ensure proper management of Federal regulatory and airport certification requirements for airport operations, emergency planning, safety and security programs at airports including safety audits and accident investigations.

SCOPE

The nature of the work of this unit requires that team members work together in functional reporting relationships as assigned. Located in Yellowknife and reporting to the Manager, Air, Safety and Security, the position participates in and takes leadership on projects as agreed, in the development, delivery of training and implementation of airport operations programs that include the security management system, emergency planning programs and the safety management system for the 27 GNWT airports. The Airports' programs, systems, and procedures are developed and implemented within the context of the Transport Canada Regulatory framework and must meet the highest level of formal audit and inspection.

The positions also provides advice and guidance on airport operations, emergency planning, safety and security matters to Senior Management, Regional Airport Managers, Airport Operations own-forces and contract staff, and other Divisional and Department personnel to ensure the continued safe and efficient operation of NWT airports.

RESPONSIBILITIES

1. Provides guidance, technical assistance, and other support to airport managers and others involved in airport operations on airport operations, emergency planning, safety and security matters.

- Developing program policies, standards, practices & procedures, and implementing programs and services relating to all aspects of airport operations, emergency planning, safety and security.
- Analyzing proposed federal and GNWT airport-related acts and regulations, to assess impact upon the NWT, briefing management of the impact and develop formal positions as input into the regulatory process.
- Analyzing and disseminating federal and GNWT approved airport-related acts and regulations, developing implementation strategies and briefing management of the impact to the Airports program.
- Reviewing plans and specifications for existing or proposed buildings/peripheral structures for compliance with applicable regulations.
- Conducting airport operations, emergency planning, safety and security program activities including but not limited to on-site practical training and/or facilitating workshops and training programs for airport staff, airport tenants and contractors.
- Participating in or coordinating the development and amending of airport operation manuals (AOM) as assigned.
- Participating in the development and management of an airport emergency response system.
- Analyzing & assessing incident/accident reports and completing follow up investigations.

2. Administers, develops and/or provides advice on implementation of regulatory programs including Safety Management Systems (SMS), Airport Emergency Response Regulations, and Wildlife Management Planning Regulations.

- Responsible for planning, development, coordination, and implementation of an airport Safety Management System (SMS) which includes: planning and measuring safety performance; identifying hazards and evaluating and managing risks; verifying with airport management that staff are qualified to perform assigned tasks; completing proactive internal reporting and analysis of hazards, incidents and accidents for taking corrective measures to prevent their recurrence; verifying personnel are aware of their safety responsibilities; and conducting reviews and/or audits of the Safety Management System on a periodic basis and for cause.
- Responsible for development, coordination, and implementation of plans for compliance with Airport Emergency Response Regulations, Wildlife Management Planning Regulations and other regulations.
- Analyzing and interpreting the practical application of regulations, standards and procedures and developing strategies to address them.
- Monitoring compliance with regulations and procedures by conducting inspections or auditing of sites and developing recommendations to address identified deficiencies.

3. Administers and/or provides advice on GNWT Airports operations, emergency planning, safety, and security programs at airports.

- Reviewing, maintaining and monitoring airport emergency plans, airport safety management systems and airport security management systems.
- Conducting airport public safety, disability awareness and loss prevention inspections and training.
- Ensuring strict conformity to the Loss and Fire Prevention Inspection Program and Federal Emergency Response Services standard.
- Making recommendations regarding loss prevention and fire protection standards.
- Training Airports Division Duty Managers, Regional Airport Managers and Airport Contractors in airport operations, emergency planning, safety, and security requirements.
- Liaising with Regional Airport Management on airport operations, emergency planning, safety, and security regulations, concerns and issues.

4. Provides guidance in preparing for airport emergencies and providing assistance to emergency response personnel during airport emergency situations.

- Developing, updating, and/or reviewing community airport emergency plans to ensure all facets of airport emergency response are effectively and adequately covered in the event of an airport emergency.
- Advising on, assisting in updating and, if necessary, developing memoranda of agreement with local authorities and emergency response organizations, for local, regional, territorial or federal support during an airport emergency.
- Observing and critically reviewing emergency response exercises as part of contingency preparations for emergencies.
- Participating with airport managers in testing and evaluating the effectiveness, adequacy, and readiness of the airport's emergency response personnel and equipment.

5. Monitors and responds to safety and security incidents or violations at airport sites.

- Operating and managing the airport incident reporting system (AIRS) for the Airports program.
- Reviewing incident reports and recommending the required remedial action.
- Liaising and coordinating with Transportation Safety Board investigators, airport operations staff and departmental management on airport accidents/incidents.
- Preparing bulletins and advisories for dissemination on new information and issues affecting airport operations as it relates to safety, security or emergency planning.
- Assisting in conducting post incident/accident investigations.
- Assisting other GNWT departments (Justice, Finance, etc.) in investigations and liability claims against the GNWT.

WORKING CONDITIONS

Physical Demands

The incumbent may have to stand for long periods (2-4 hours) in unfavourable conditions while monitoring emergency or disaster exercises and training sessions.

Environmental Conditions

Frequent exposure to adverse weather, ice, chemicals, dust, dirt, oil and fumes is to be expected when the incumbent is on an airfield (10 plus times/year).

Sensory Demands

The incumbent will be required to visually identify critical issues and make assessments in very short periods of time. The incumbent will also be required to utilize other senses such as smell (for detection of gases and fumes), and touch (for identification of materials) in inspections and investigations. The incumbent will potentially be exposed to noises such as aircraft engines for prolonged periods of time while at the airfield.

Mental Demands

The position will be expected to carry out duty manager functions by carrying the Duty Manager phone, responding to accidents and incident by participating in the Emergency Operations Center in support of a response at a site. This carries considerable mental demands as quick actions, advice and support must be provided to the site.

The position will have a considerable workload at times. There is a requirement to work irregular hours or be on-call. The position travels to communities on a frequent basis.

Dealing with and reporting "Findings of Infractions to Regulations, Policies or Procedures" may result in confrontational circumstances. Investigations may require the incumbent to be a witness in legal proceedings.

KNOWLEDGE, SKILLS AND ABILITIES

- General knowledge of regulation/legislation governing airport operations, safety, security and emergency planning such as the Airport Regulations and Standards, Aviation Security Regulations, Aerodrome Security Measures, Disability Regulations, Canadian Firearm Regulations, Labour Canada Code, National Fire Code of Canada, National Building Code of Canada, GNWT Emergency Measures Act & Regulations, GNWT Public Health Regulations and practices, GNWT Airports Act & Regulations, Canadian Aviation Regulations (CARs).
- Knowledge of aviation industry safety standards and best practices including fuel storage and handling.
- Knowledge of and skills in airport operations and maintenance.
- Knowledge of adult education instruction techniques.
- General knowledge of various agencies' response to airport emergencies.
- General knowledge of Aviation Safety and Security Management Systems.
- Knowledge of aviation accidents/incident investigation techniques and protocols.

- Ability to interpret, analyze and investigate issues related to airports safety, security and emergency incidents and/or accidents.
- Effective communication skills both verbally and written to communicated effectively with airport management and external agencies.
- Ability to work with a diverse workforce and culture found in the NWT.
- Ability to operate an emergency operation center.
- Computer skills in word processing, database and spreadsheets
- Skills in industry loss prevention techniques.

Typically, the above qualifications would be attained by:

- Airport trade credentials or a general degree or diploma; and
- Relevant experience in airport/air carrier/aviation operations such as airport Firefighter, airport security, airfield maintenance specialist, aviation Safety Management Systems, etc.
- Training in airport safety, airport security, safety management, and accident/incident investigation, as well as emergency planning courses,
- Minimum 3 years of experience in airport operations, and the following:
 - Industry loss prevention training;
 - WHMIS and Transportation of Dangerous Goods (TDG) training;
 - Airport/aviation operation and maintenance courses;
 - Restricted Radio Telephone Operator and Airside Vehicle Operating permits; and
 - Must be capable of acquiring Transport Canada Security Clearance for airport restricted areas as defined by Transport Canada regulations.

ADDITIONAL REQUIREMENTS

Position Security (check one)

- No criminal records check required
- Position of Trust (criminal records check required)
- Highly sensitive position (requires verification of identity and criminal records check)

French language (check one if applies)

- French required (must identify required level below)
 Level required for this Designated Position is:
 ORAL EXPRESSION AND COMPREHENSION
 Basic (B) Intermediate (I) Advanced (A)
 READING COMPREHENSION:
 Basic (B) Intermediate (I) Advanced (A)
 WRITING SKILLS:
 Basic (B) Intermediate (I) Advanced (A)
- French preferred

Aboriginal language: Choose a language

- Required
- Preferred