



## IDENTIFICATION

Department	Position Title	
Infrastructure	Assistant Airport Manager	
Position Number(s)	Community	Division/Region(s)
33-14388	Inuvik Region	Airports/Beaufort Delta

## PURPOSE OF THE POSITION

The Assistant Airport Manager supports the Airport Manager in the management, planning and direction of airport operations at the 7 airports in the Beaufort Delta and Nunakput regions to meet the demands of the air industry and the travelling public in accordance with National and International Civil Aviation Aerodrome standards and recommended practices, Territorial and Federal acts, regulations, policies and departmental procedures.

## SCOPE

The position, located at the Inuvik Mike Zubko Airport, reports to the Airport Manager located in Inuvik. The incumbent supports and assists the Regional Airport Manager in managing the efficient and effective delivery of the Department's Programs and Services for seven (7) regional airports which include Inuvik, Aklavik, Fort McPherson, Tuktoyaktuk, Paulatuk, Ulukhaktok and Sachs Harbour. The Assistant Airport Manager supports the delivery of Airport Emergency Planning, Safety Management Systems, Wildlife Management, Winter Maintenance Planning and other regulatory programs required to maintain airport certification.

The incumbent works with Airports Divisional headquarters staff, Airport O&M Contractors, air carriers, other GNWT Departments, airport tenants and industry stakeholders such as NavCanada, Meteorological Services Canada, Transport Canada, Canadian Transportation Agency to ensure safe, reliable airport operations are maintained and meet all regulatory obligations.

## **RESPONSIBILITIES**

### **1. Develops, maintains and monitors all regulatory documents and aeronautical publications, for accuracy, pertaining to airport certifications and airport operations, and fulfilling regulatory requirements of the documents.**

- Perform reviews of regulatory documents (Airport Operations Manual, Wildlife Management Plan, Winter Maintenance Plan, Apron Safety Plan) and aeronautical publications (Canada Flight Supplement, NOTAM Manual, Canada Air Pilot, Aeronautical Information Manual) as per pre-determined schedules, review for accuracy, submit required changes, prepare annual reports, circulate to appropriate authorities for review and feedback and distribute accurate copies.
- Update Airman program on a regular basis when document reviews are completed and/or updated, as required.
- Develop service and operational tenders, contracts, statement of requirements, plan of construction and operations, and maintenance contracts.
- Ensure compliance with government programs and services (i.e. official languages, GNWT visual identity, barrier free access).
- Maintain accurate training records for all employees and contract staff for seven (7) regional airports.
- Collaborate on the preparation of responses to regulatory audits conducted by Transport Canada and Department auditors, including corrective action plans to remedy deficiencies and audit findings, to ensure compliance with airport certification.

### **2. Maintain the Safety Management System (SMS), Airport Emergency and Security Programs and other safety programs to ensure compliance with Federal and Territorial regulations, standards, policies and practices.**

- Prepare tabletop emergency exercises for six (6) community airports and one (1) hub airport.
- Participate or lead in the delivery of the exercises as required; identify gaps or deficiencies as a result of the exercises and amend the Airport Emergency Plans.
- Record incident reports for all seven (7) airports into Airman System, as part of the Department's SMS program; this may include undertaking hazard identifications and risk assessments.
- Activate the Airport Emergency Operations Center as required. Participate in the coordination of emergency response and services during an incident that would necessitate the use of the Emergency Operations Center. Lead such operations from time to time.
- Promote a "Safety Culture" for all airports within the region; including ensuring a functional Occupational Health and Safety (O H & S) system at the Inuvik Mike Zubko Airport that is compliant with Departmental standards.
- Undertake debriefings after emergency exercises and airport incidents with all responding agencies and document such debriefings.
- Monitor a program for bird and wildlife control and the control of foreign object debris.

**3. Contribute to the development of documents pertaining to commercial lease and license activity, process applications for development and make recommendations for approval or denial of such applications.**

- Receive applications for development on airport property, review with the applicant obtaining additional information as necessary, review against airport zoning regulations and Municipal land use designations, make recommendations to the Regional Superintendent and Departmental headquarters.
- Inspect airport leased land for compliance to regulations, standards, policies and practices.
- Develop good tenant relationships with all lease holders, tenants and air carriers.
- Review lease and license terms for renewal identification and accurate revenue collection.
- Review Plans of Construction Operations (PCOs) for accuracy.
- Provide advice to tenants or prospective tenants are considering development on the airport Development Plan(s), the application and approval process, suitability and compatibility of the proposed development, and available services.

**4. Monitor day to day operations of seven (7) airports to ensure they meet regulated requirements, standards, policies and practices.**

- Monitor and review B & C airports daily reports for submission, accuracy and distribute a month end log summary of reports received for payment purposes.
- Compile and analyze reports from Maintenance Management System for budget purposes, work plan scheduling, asset replacement scheduling and maintenance planning.
- Liaise with divisions' to ensure building deficiencies for all B & C airports are rectified.
- Participate in biannual airport inspections (summer and winter) for seven (7) Beaufort Delta/Nunakput airports to ensure compliance with TP312 Standards and Practices; prepare reports based on the inspections identifying any deficiencies and prepare corrective action plans to remedy such deficiencies.
- Assist in administering the Airside Vehicle Operators Permit program.

**5. Provide agencies, tenants, departmental staff and supervisors with technical advice and support to identify, define, and resolve problems or deficiencies pertaining to airports within your authority. Represent the Department in consultative meetings, customer, client and community negotiations and discussions.**

- Participate in annual tenant Safety and Security meeting and any other meetings depicted in the Airport Operations Manual and lead such meetings from time to time.
- Prepare position papers, briefing notes, cabinet submissions, and Ministerial correspondence to ensure effective communication of regional positions related to the delivery of programs.
- Meet with and present to municipal councils, airport conferences, inter-organizational meetings (NATA, Transport Canada, and ONO), airport Contractors and site staff.
- Participate in Joint Committee meetings with NavCanada as required.
- Act as the Regional Airport Manager in the absence of Regional Airport Manager.

## **WORKING CONDITIONS**

### **Physical Demands**

The majority of time spent in an office environment, with regular road travel or aircraft flights to attend meetings and inspect community airports. Arms, wrists, back can be stressed with computer work. 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**

Work is generally performed in an office environment with regular travel required to attend meetings and perform community airport inspections. The incumbent will be subjected to harsh weather, extreme noise, dust, dirt, smoke, aircraft fumes and slippery walking conditions during regular inspections and monitoring.

### **Sensory Demands**

The incumbent will be required to be cognizant of airport operations to identify critical issues/hazards 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 and almost constant use of a telephone, multi-frequency radio and cell phone.

### **Mental Demands**

Periods of light mental effort and concentration are frequently required to deal with a variety of operation, coordination, and discipline/labour relations issues. Stress levels can be extreme during an airport emergency, during periods of deteriorating weather that affects operations and when dealing with clients and public that are dissatisfied or angry. The incumbent is called upon for emergencies and must be available to deal with situations on short notice, with interruption of home and personal life to deal with operational demands of the airport. Stress is sustained by continually changing priorities, unanticipated demands and short turn around for requests. Dealing with and reporting "Findings of Infractions to Regulations, Policies or Procedures" may result in confrontational circumstances.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- General knowledge of the Aeronautics Act, Canadian Aviation Regulations (CARs), Aeronautical Information Manual, TP312 (Aerodrome Standards and Recommended Practices), Canada Flight Supplement, Canada Air Pilot, the Nav Canada NOTAM Manual and Aeronautical Information Publication and other Transport Canada information publications governing the implementation of certification of airports.
- General knowledge of regulations and legislation governing airport operations, safety, and emergency planning such as the Airport Regulations and Standards, Disability Regulations, Labour Canada Code, GNWT Airports Act & Regulations, Wildlife Management Regulations.
- Knowledge in Contract Management and Administration
- Thorough knowledge of airport and aviation industry
- Technical knowledge of Airport maintenance regulatory requirements and airport maintenance practices
- Excellent time management skills to meet numerous regulated scheduled timelines
- The ability to effectively analyze and evaluate issues and to offer a clear solution.
- The ability to prioritize tasks efficiently to ensure airport certification is always maintained.
- The ability to act confidently in challenging situations to accomplish tasks and select an effective approach to problems or task outcomes.
- Negotiation skills to ensure the airport's interests are protected and advanced when dealing with tenants, contractors, the public, employees and other government departments, including municipal governments.
- Strong human resource management skills in order to effectively deal with the numerous issues that can arise with remote contract staff in an often-stressful environment.
- Ability to work in cross cultural environment.
- The ability to provide training, instructing and developing of various regulated processes, with airport O & M contractors, airport users, emergency agencies and own forces staff.
- Writing skills to develop exercises, plans, contracts and reports.

### **Typically, the above qualifications would be attained by:**

- The knowledge, skills and abilities are normally acquired by the completion of a post-secondary bachelor degree from a recognized institution in the fields of airport management / administration and 5 years directly related experience in an airport environment including supervising.
- Equivalencies will be considered.

## **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 a criminal records check

### **French language** (check one if applicable)

- ☐ 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