



## IDENTIFICATION

Department	Position Title	
Infrastructure	Airport Operations Officer	
Position Number	Community	Division/Region
33-0332	Yellowknife	Air, Marine and Safety

## PURPOSE OF THE POSITION

The Airport Operations Officer is responsible for the formulation of policies, standards, and programs affecting the certification of 20 airports in the Northwest Territories (NWT) and provides direction on airport operations to ensure that airports are operated and maintained in compliance with the appropriate national and territorial acts, regulations, policies and programs.

## SCOPE

The Department of Infrastructure (INF) is highly decentralized in the delivery of its programs and services and is responsible for territory-wide government programs such as the planning, design, project management, construction, acquisition, operation and maintenance of government infrastructure, including airports, buildings, ferries, highways and bridges, and to promote the development and increased use of energy efficient technologies. The Department is also responsible for the provision of motor vehicle and mechanical/electrical/elevator regulatory safety services to the public, the provision of petroleum products to communities that are not serviced by the private sector, environmental assessment and remediation, property management, disposal of surplus property and goods, fleet management, and the marine transportation of cargo to NWT communities.

The airport system must be operated in a highly regimented regulatory environment. Transport Canada, the regulatory authority, can close an airport not managed according to national regulatory standards. Without an airport, scheduled carriers cannot use the airport, which potentially isolate a community and reduce its ability to function. This industry is extremely sensitive to safety and security and depend on people performing in a very consistent manner in an environment where there is little margin for error.

The Air, Safety and Security section is responsible for providing oversight and maintaining compliance in accordance with the regulations of the 27 public airports across the NWT. The



management of the Airports program is carried out through a matrix structure, with regional offices undertaking front-line contracting, monitoring, and support activities. The corporate office supports regional operations, developing the related legislative and policy framework, training, providing regional staff and contractors with tools and programming, and assisting in the resolution of any issues. The program is a mixed model of own-forces and private contractors. The effectiveness of our educational, monitoring and inspection programs motivates and facilitates safe operators, thereby maintaining functional airports for residents, industry, and visitors in the NWT.

This position is responsible for ensuring the application of standards and programs at airports that affect the actions of operations staff across the NWT airport network. The incumbent must ensure the implementation of Canadian Aviation Regulations and relevant Territorial regulations and policies. The position must coordinate a program related to the maintenance of assets valued at more than \$800 million. Any construction at airports that may affect the standard operations there must be accompanied by a Plan of Construction Operations (PCO) developed and coordinated by this position that must be approved by Transport Canada.

The incumbent is also responsible for similar discussions and negotiations with Nav Canada in the major operational aspects of the airport. This person is involved in numerous matters including airside access control, aircraft and vehicle maneuvering and control, coordination of navigational equipment issues, flight rules, safety and weather information, as well as negotiating and updating as needed, the terms of the Airport Procedural and Operational Agreement (APOA) with Nav Canada at all GNWT airports.

Overall, this person must provide advice and guidance to all levels of the Division on operations and safe approved practices at all GNWT Airports. As a member of the Programs and Standards team, this individual will need to be fully engaged in the Safety Management System (SMS).

## **RESPONSIBILITIES**

### **1. Develops and/or implements GNWT and Federal programs and standards governing practices and procedures followed by airport management and staff in operating and maintaining NWT airports.**

- Ensures compliance with Transport Canada acts and regulations relating to airport operations and works directly with Nav Canada regarding operational procedures and other varied issues.
- Keeps up to date with industry standards and practices followed in the operation and maintenance of airside surfaces and related equipment



- Informs field staff of standards and practices to be used at NWT airports through policies and procedures manuals, directives, circulars, etc.
- Assesses implications of proposed or approved changes in Federal and Territorial legislation, regulations, policies and/or Transport Canada information publications governing the implementation of operation and maintenance practices.
- Prepares applications for Airport Certification or amendment to Certifications pursuant to the Canadian Aviation Regulations.
- Coordinates and reviews development and maintenance of Airports Operation Manuals (AOM).
- Participates in site audits and inspections to ensure compliance with all Regulations, Standards and Policies and that the services and standards specified in the AOM are being provided or met.
- Coordinates with field staff in following up on deficiencies noted in Transport Canada Airport Inspection Reports.
- Reviews applications for licenses submitted by air carriers and provides advice on the impact of granting licenses on airport operations and maintenance requirements.
- In consultation with Nav Canada, Transport Canada, Divisional Facilities and project management staff, prepares plans of construction for airports and coordinate the approval of temporary amendments to the AOM through Transport Canada.

**2. Coordination and the implementation of the Airport Preventive Maintenance program ensuring consistency across all NWT airports.**

- Consults with airport staff in implementing or testing the cost effectiveness of preventative maintenance standards, and adjusting standards as warranted.
- Coordinates orientation and training on setting up and using a computerized preventative maintenance management system.
- Evaluates compliance with the preventive maintenance program used at airports by periodically reviewing maintenance and serviceability reports.
- Undertakes random on-site inspections to ensure that the preventive maintenance program is fully implemented and understood.

**3. Provides advice and technical support services to management and airport staff on the implementation of operation and maintenance standards ensuring that standards are understood and that problems are addressed in a timely and effective manner.**

- Reviews airport development plans, building construction plans, and specifications to ensure consideration of standards.
- Provides scheduled or unscheduled on-site training and/or orientation on specific issues or the adoption of standard operation and preventative maintenance practices and procedures.
- Advises on risk management policies and/or programs used at airports.



- Undertakes special projects involving system wide adoption of standards, equipment, or procedures.
- Provides advice and assistance in the investigation of incidents as it relates to the Airport Operations Manual and associated standards and takes follow-up action where necessary.

## **WORKING CONDITIONS**

### **Physical Demands**

No unusual demands.

### **Environmental Conditions**

The incumbent will potentially be exposed to noises such as aircraft engines for prolonged periods of time while at the airfield when required to observe airport operations.

### **Sensory Demands**

No unusual demands.

### **Mental Demands**

Travel is required twice a year for two to five days at a time.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of the Aeronautics Act, Canadian Aviation Regulations (CARs), the Canada Gazette, 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.
- 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 and Regulations and Wildlife Management Regulations.
- Knowledge of the Notice of Proposed Amendment (NPA) process and the associated Transport Canada review and development process for regulations.
- Knowledge of standards and legal requirements for operating airports and their maintenance.
- Knowledge of program planning, management and budget systems.
- Knowledge of and ability to use MS Operating Systems, MS Office, Internet and Email programs.
- Verbal and written communication skills.
- Skills in dispute resolution.

- Ability to remain calm and decisive under crisis situations.
- Problem solving skills with the ability to analyze complex problems/issues and bring clarity to recommendations.
- Knowledge of various agencies response to airport emergencies.
- Knowledge of Aviation Safety Management Systems (SMS).
- Oral and written Communication skills and ability to communicate effectively with both Airports management and external agencies.
- Skills in industry loss prevention techniques.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.

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

A post-secondary degree in management or business or in a field related to airport operations with a minimum of three (3) years of relevant experience in airport operations.

Equivalent combinations of education and experience 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

**Indigenous language:** Select language

- ☐ Required
- ☐ Preferred