



## IDENTIFICATION

Department	Position Title	
Infrastructure	Manager, Air Safety and Security	
Position Number	Community	Division/Region
33-13025	Yellowknife	Air, Marine and Safety

## PURPOSE OF THE POSITION

The Manager, Air Safety and Security is responsible for the ongoing development, implementation and oversight (including site audit and inspection), of acts, regulations, policies, procedures, programs and systems for the operations, safety and security, emergency preparedness and response, and the associated training and development for the 27 public airports operated by the Government of Northwest Territories (GNWT). This is done to maintain consistent, safe and quality services that are in compliance with federal acts, regulations and standards, notably the series of Canadian Aviation Regulations (CARS), for which the position oversees.

## 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 Northwest Territories (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 depends 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.

The Manager, Air Safety and Security ('the Manager') is located in Yellowknife and reports to the Director, Air, Marine and Safety. The Manager leads the development of GNWT policies, programs, standards and procedures to implement an ongoing oversight and administration of the federally mandated Safety Management System (SMS). The ongoing safe and efficient operations of the 27 airports is dependent on the development and delivery of staff training and development programs directed to departmental staff, contractors' staff, and contractors' management as administered by this unit under the leadership of the manager. The position oversees the development and implementation of airport emergency preparedness, planning and response systems for incidents and accidents with a focus on making the airports better and safer.

As SMS manager, this position is responsible to provide reporting to the Accountable Executive, a regulated position held by the Deputy Minister of INF. This includes reporting on the overall implementation and integration of the SMS Program at all GNWT airports; hazard identification, analysis and management; monitoring and evaluating corrective actions to confirm their effectiveness; evaluating data to identify potential trends; confirming training is meeting needs; and confirming capacity of airport operational and management staff to perform duties.

The Manager and staff are the resident group of experts that provide advice and direction to site operations, regional management and contractors on regulatory and operational issues, in particular, emerging and non-standard issues, for which policies, procedures or precedents may not be available for guidance.



## **RESPONSIBILITIES**

### **1. Manages GNWT Airport Certifications and Registrations for compliance with federal acts, regulations and standards to maintain airport certification (required to receive aircraft).**

- Keeps current with changes in regulations, standards, technologies, national policy and precedents affecting air safety.
- Provides advice and recommendations related to Transport Canada's regulatory review and development processes to accommodate the unique requirements of operating airports under northern conditions.
- Corresponds with Transport Canada to obtain approved deviations or exemptions from standards to reflect requirements unique to the North.
- Provides advice and confirms that applications, supporting documents and certificates are kept current and reflect the evolving physical, regulatory and operational circumstances to maintain regulatory compliance and certification of our airports
- Completes research and prepares applications and documentation for Airport Certification or amendment of approved Certification.
- Coordinates the review and response to Transport Canada certification inspections and works with site and other corporate staff to develop and implement plans to correct deficiencies.
- Distributes and provides guidance on new Certifications and changes in approved certifications.
- Manages the development of Plans of Construction Operations for airport projects and the Transport Canada approval process for them.
- Coordinates and corresponds with NAV CANADA to ascertain that vital navigational and communications facilities meet airport regulatory requirements.
- Represents Division at various air transportation industry meetings and committees on operational and regulatory issues such as: Northern Air Transport Association (NATA), Operations, Safety and Technical Affairs Committee (OSTA), Canadian Airports Council (CAC) and International Association of Airport Executives (IAAE).
- Represents the interest of the GNWT at federal regulatory reviews such as Canadian Aviation Regulation Advisory Council (CARAC).

### **2. Manages the development of emergency preparedness and response systems for the entire GNWT system of airports and integrates and coordinates response with community, territorial and national emergency planning and response operations.**

- Establishes the physical and procedural requirements of emergency response centers for each airport and for the central HQ coordination center.
- Develops policies, procedures and protocols with respect to emergency planning and responses to accidents and incidents.



- In consultation with the communications manager, develops protocols and training for accident and incident communication management and manages their application to the events.
- Oversees the development of emergency response plans particular to the physical and operational particulars of the airport and the community.
- Oversees the planning and conduct of live exercises for each airport. Conducts periodic reviews and analysis of accidents and incidents to determine trends, systems deficiencies and opportunities for improvements.
- Manages the scheduling of headquarters (HQ) duty managers, HQ emergency operations center and the development and implementation of duty manager procedures.
- Coordinates the air transportation evacuation from a community in the event of an emergency evacuation (forest fire, flood, extended power outage etc.); liaises with community, regional and other territorial department response operations and keeps Senior Management informed.

**3. Manages and develops programs to comply with Transport Canada regulations including the Safety Management System, Airport Emergency Planning and Wildlife Management System Regulations. Manages the development of emergency preparedness and response system for the entire GNWT system of airports and integrates and coordinates response with community, territorial and national emergency planning and response operations.**

- Acts as the GNWT Airport Safety Management System (SMS) Manager. The SMS Manager provides oversight and advice on airport certification matters that are necessary to maintain the GNWT system of airports in regulatory compliance and in operation. The SMS Manager is responsible to the Accountable Executive (Deputy Minister) of any systemic deficiencies and the corrective action(s) taken to maintain airport certification (required to receive aircraft).
- Acts as lead auditor in the completion of airport safety audits. Assigns various checklists to staff to assist with the completion of the audit and monitors their progress and provides support as required.
- Finalizes the airport safety audit report for distribution and approves the corrective actions and/or observations proposed.
- Monitors corrective actions resulting from a safety audit and/or delegates appropriate staff to monitor corrective action(s).
- Interprets federal regulations, determines applicability to the GNWT systems and develops systems and framework.
- Coordinates and corresponds with Transport Canada inspectors to maintain proper application and implementation of federal safety and security programs and standards pursuant to regulations.



- Corresponds with industry stakeholders and conducts research to substantiate recommended changes to emergency response, safety, security and operations programs.
  - Disseminates systems, policy and procedural changes in emergency response, safety, security and operations programs or standards.
  - Manages systems for monitoring training, preventive measures and emergency readiness at community airports.
  - Establishes and maintains a reporting system for the timely collection of information related to hazards, incidents and accidents that may adversely affect safety.
  - Develops and manages the airports self-audit and self-inspection program.
  - Reviews and evaluates inspections reports, incident reports etc.
  - Identifies, analyzes and investigates the probable cause of hazards and incidents, and recommends, monitors and confirms corrective actions are completed as required.
  - Liaises with and provides guidance to emergency response officials in simulated emergencies to test the effectiveness and appropriateness of current policy, systems and procedures and implements amendments when needed.
  - Provides oversight, support and advice to site operations and senior management in the handling of incidents and accidents.
  - Provides support for media management, as appropriate, in the case of emergencies.
  - Monitors and makes recommendations on new Transport Canada regulatory initiatives such as Security Management Systems (SeMS), Airport Security Designation, etc.
- 4. Manages the development and implementation of airport operations and maintenance training programs to train field staff responsible for airport operations and maintenance.**
- Consults with industry officials, site operations and regional administrators to identify present and future training needs.
  - Reviews regulations, standards, policies (both federal and territorial) and provides guidance to integrate evolving requirements into the training programs.
  - Reviews inspections reports and audits (both federal and territorial) to integrate any actions identified to correct operational deficiencies into training programs.
  - Manages current curricula, training materials and delivery to appropriate Regional Operations Staff and Contractors maintaining GNWT airports.
  - Manages the coordination of all regulatory mandated training for emergency planning and safety management systems.
- 5. Provides advice and technical support to airport managers and regional operations staff to assist them to resolve issues related to the application of airport programs and standards and keeps them informed of changes in regulations and procedures.**



- Provides advice and technical support to site operations and regional staff on airport operations, interpretation of federal regulations and GNWT systems framework.
- Manages programs and standard operating procedures to better reflect northern operating conditions or to improve overall airport safety and security.
- Manages and carries out inspections to verify compliance with approved standards and procedures.
- Develops recommended solutions regarding noted deficiencies and works with regional and airport staff in implementing measures.
- Directs the development and implementation of management information systems for reporting of practices not complying with standard operational procedures.
- Provides oversight and advice to management on the air navigation services component of the industry as delivered by NAV CANADA ensuring systems adjustments as required.
- Provides oversight and advice to management on the security component of the industry as delivered by the Canadian Air Transport Security Authority ensuring systems adjustments as required.

**6. Manages the development and implementation of an effective airport maintenance management program to maximize serviceability of facilities and equipment over their life cycle.**

- Reviews the application and operation of the Airport maintenance management system and supports and promotes introduction and application of the program.
- Develops reports and recommendations for allocating resources to provide for the airport maintenance management program.
- Reviews reports and undertakes operational reviews of the implementation and application of the airport maintenance management program at all airports.
- Undertakes periodic reviews of the accuracy and completeness of information contained in the maintenance management database.
- Monitors the airport maintenance for compliance with the Transport Canada Regulations.

**7. Manages the human and financial resources for air safety and security section.**

- Develops annual goals and objectives for staff of six and monitors results, performs annual performance appraisals and career planning.
- Conducts job training and researches and recommends training to staff.
- Develops sectional budget and monitors expenditures.
- Participates as member of airport infrastructure team to identify airport infrastructure priorities, short- and long-term goals.



## **WORKING CONDITIONS**

### **Physical Demands**

No unusual demands.

### **Environmental Conditions**

Extreme cold weather may occur when supporting response situations or visiting emergency sites.

### **Sensory Demands**

No unusual demands.

### **Mental Demands**

Duty travel is required once a month for 2 to 3 days at a time.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of the *Aeronautics Act*, Canadian Aviation Regulations, the Canada Gazette, Aeronautical Information Publication, TP312 (Aerodrome Standards and Recommended Practices), Canada Flight Supplement, Canada Air Pilot, and other Transport Canada information publications governing the implementation of certification of airports.
- 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.
- Knowledge of methodologies used to design and evaluate training programs.
- Knowledge of airport operations, the airports industry generally and the Northern aviation industry specifically.
- Knowledge of emergency preparedness generally and emergency planning and response systems specifically on airport.
- Knowledge of the air traffic service system in Canada and the relationship to airport operations and interdependence between each of their operations/services.
- Knowledge of quality assurance system process and procedures.
- Knowledge of regulatory auditing, root cause analysis and hazard identification and risk assessment.
- Knowledge of incident and accident investigation techniques.
- Knowledge of program planning, management and budget systems.
- Knowledge of and ability to use MS Operating Systems, software packages and communication environments as well as information / records management.
- Project management skills with the ability to deliver programs in a diverse team environment.



- Organizational and personnel development and management skills.
- Verbal and written communication skills.
- Skilled in dispute resolution and ability to negotiate.
- Ability to remain calm and decisive under crisis situations.
- Problem solving skills with an awareness of political expediency.
- Ability to manage competing priorities, often within short time frames.
- Ability to analyze complex problems and issues and bring clarity to recommendations.
- 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 diploma related to airport planning, operations and management with three (3) years of experience in airport operations with one (1) year experience in safety management systems and one (1) year of supervisory experience.

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