



IDENTIFICATION

Department	Position Title	
Infrastructure	Operations, Safety and Certification Officer	
Position Number	Community	Division/Region
33-13027	Yellowknife	Air, Marine and Safety/HQ

PURPOSE OF THE POSITION

The Operations, Safety and Certification Officer is responsible for supporting Airport related activities and will provide support and assistance to the Air, Safety and Security Section as part of a team, in the development, implementation and oversight of the safety, security, operations and maintenance framework for the Government of Northwest Territories (GNWT's) system of public airports. This position is also responsible for assisting with the development, administration and maintenance of training support services to ensure regular, current and appropriate training is provided to staff of the Air, Marine and Safety Division.

SCOPE

The Department of Infrastructure 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 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 Northwest Territories.

Located in Yellowknife and reporting to the Manager, Air, Safety and Security, this position provides technical advice and support to the Air, Marine and Safety staff and regional airport managers. The work of this unit requires that team members work together in functional reporting relationships. The Operations, Safety and Certification Officer develops, coordinates, and delivers specific airports focused airport training programs, manuals, plans and tools for a variety of audiences and to maintain compliance with Transport Canada regulatory and airport certification requirements.

The work of the position is performed in accordance with aviation regulations, Federal guidelines, and recognized aviation industry standards. The incumbent will also travel to airports to complete audits and inspections, critical training, provide assistance and guidance to regional airport managers and staff on training requirements for airport operations, safety and security.

RESPONSIBILITIES

1. Provides technical advice, and support to the staff of the Air, Safety and Security section and Regional Airport Staff.

- Analyzes proposed federal and GNWT airport-related acts and regulations, to assess impact upon the Northwest Territories (NWT) and amend airport documentation as necessary.
- Liaises with and advising aviation companies on regulations, concerns and issues.
- Reviews, and/or updates program manuals and material for airport operations, emergency planning, safety and security.
- Assists with the development and amending of AOM.
- Updates Airport Emergency Plans to maintain regulatory compliance and that appropriate emergency responses can be realized.
- Prepares and maintains manuals, program guides, facilitator guides and research articles for Emergency Planning/SMS tenants and airport industry stakeholder.
- Provides support in the development of an airport emergency response system.



- Assists in maintenance and monitoring of airport emergency plans, wildlife management plans, airport safety management systems and airport security management systems.
 - Updates and maintains the Airport Managers and Airfield Maintenance websites with documents and information vital to airport operations.
 - Assists the Operations, Safety and Emergency Planning Officers in coordinating Airside Vehicle Operating Permit (AVOP) programs.
 - Conducts inspections (such as airport operational reviews) and develops recommendations to address identified deficiencies.
 - Participates in accident/incident investigations to collect information, assess the operations that took place and to ensure that the services and standards specified in the AOM are being provided or met.
 - Acts for the Safety Management System Coordinator when absent
- 2. Provides assistance in preparing for emergency exercises and provides advice to emergency response services personnel during emergency exercises.**
- Assists in updating of memoranda of agreement with local authorities, emergency response organizations, and Royal Canadian Mounted Police (RCMP) for local support during emergencies.
 - Observes and assists with emergency response exercises as part of contingency preparations for emergencies.
 - Participates with airport managers in the testing and evaluating the adequacy, effectiveness, and readiness of the airport's emergency response personnel and equipment.
- 3. Maintains the Safety & Security Accident/incident AIRMAN database to maintain compliance with federal regulations.**
- Coordinates AIRMAN emergency and safety management software functions and use;
 - Coordinates orientation and training for users of the AIRMAN program.
 - Researches and records information related to Safety Management and Emergency Planning issues as well as airport operational incident/accident investigations.
 - Analyses AIRMAN data and provides reports on accident/incident trends and other safety related information/requests, ensures data integrity and notifies the appropriate officer of discrepancies.
 - Upgrades the AIRMAN program when required through consultation with the Safety & Emergency Planning Officers, users, and the programmer.
 - Provides technical assistance and advice to support regional airport managers and regional operational staff to resolve issues related to the application of airport programs, corrective actions and investigations.
 - Assists with the monitoring of long-term corrective actions to evaluate the proposed solution and assists and advises in determining new corrective action.



4. Develops innovative training programs relevant to the Department's Air, Marine and Safety Division.

- Researches, develops and establishes standards and protocols for training programs in accordance with national and international standards.
- Recommends and implements program design and development activities.
- Develops innovative training programs and curricula to fit the needs of the Air, Marine and Safety Division where airport workers throughout the Territories in remote communities must have consistent, certified and documented training in order to meet regulatory requirements.
- Schedules delivery of regulated and mandated training.
- Researches and develops distance learning, computer based and electronic training options and provides procedures for their use.
- Plans, organizes and delivers training programs in various airport operations, safety, security, operations and specialized computer-based programs, including assisting with the delivery of Airport live exercises.
- Ensures the development, distribution and relevancy of training resource materials.

5. Provides support to the Airport Operations and Training Officer in the design, development or delivery of training and orientation programs.

- Researches information and reports on operational requirement and training needs to meet accepted standards for operating and maintaining airports.
- Assists in the development of training and instruction materials and course design related to developing northerners for airport management, airport operations and airport maintenance positions.
- Assists with curriculum review of the Community Airports Training Programs.
- Provides support and assistance in the maintenance of a divisional training database.

WORKING CONDITIONS

Physical Demands

May be required at times to lift and carry boxes/cases usually no heavier than 15kg.

Environmental Conditions

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

Sensory Demands

No unusual sensory demands.



Mental Demands

The position will be part of a Headquarters response and may be expected to carry out Duty Manager functions by carrying the Duty Manager phone and responding to accidents and incidents by participating in the Emergency Operations Center (EOC) in support of an emergency response at a site. The incumbent may also be dispatched to the emergency site to provide support to them and a communications link to HQ and senior management.

Duty Travel is required on average 4 times a year for 2-3 days at a time.

KNOWLEDGE, SKILLS AND ABILITIES

- General knowledge of regulations and legislation governing airport operations, safety, security and emergency planning such as the Airport Regulations and Standards, GNWT Airports Act & Regulations, Canadian Aviation Regulations (CARs).
- General knowledge of Aviation Safety and Security Management Systems.
- Knowledge of Airport Operations, Programs and Standards.
- Ability to critically analyze information and recommend an appropriate course of action.
- Interpret and analyze proposed changes to regulations and standards on airports.
- Analyze and assist with the verification of compliance with aviation regulations and standards.
- Communicate effectively, both verbal and written and the ability to motivate, educate and train a varied audience in multiple program areas.
- Demonstrated ability to use appropriate techniques and processes for research purposes.
- Ability to both manage programs independently and work collaboratively in program teams.
- Demonstrate cultural awareness and sensitivity.
- Ability to use or quickly learn a variety of computer applications, including word-processing, spread sheets, database, presentation programs and other aviation related software.
- Ability to develop and present training programs including the ability to motivate and provide training to a variety of audiences.
- Computer skills in word processing, database and spreadsheets.
- 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:

Post-secondary diploma in Aviation Studies, Airport Management, Safety Management Systems, or a related field and 1 year of experience in airport operations.

Equivalent combinations of education and experience will be considered.



ADDITIONAL REQUIREMENTS

The incumbent must complete, within 12 months if not already attained, the following:

- Workplace Hazardous Materials Information System (WHMIS)
- Restricted Radio Operator's Certificate (aeronautical)
- Airside Vehicle Operators Permit
- Transport Canada Security Clearance and the acquisition of Restricted Area Identity Card (RAIC)
- Emergency Management Training
- AIRMAN Training

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