



IDENTIFICATION

Department	Position Title	
Infrastructure	Assistant Airport Manager	
Position Number	Community	Division/Region
33-14388	Inuvik	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 seven airports in the Beaufort Delta region 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 Airport, reports to the Airport Manager. The incumbent supports and assists the Regional Airport Manager in managing the efficient and effective delivery of the Department's services for 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 departmental staff, airport operations and maintenance (O&M) contractors, air carriers, other GNWT departments, airport tenants and industry stakeholders, such as Nav Canada, Meteorological Services Canada, Transport Canada, and Canadian Transportation Agency, to ensure safe, reliable airport operations are maintained and meet all regulatory obligations.



RESPONSIBILITIES

1. Develop, maintain and monitor all regulatory documents and aeronautical publications pertaining to airport certifications and airport operations, and fulfill regulatory requirements of the documents.

- Performs 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, reviewing for accuracy, submitting required changes, preparing annual reports, circulating to appropriate authorities for review and feedback and distributing copies.
- Updates Airman program on a regular basis when document reviews are completed and/or updated, as required.
- Develops service and operational tenders, contracts, statement of requirements, plan of construction and operations, and maintenance contracts.
- Ensures compliance with government programs and services (i.e. official languages, GNWT visual identity, barrier free access).
- Maintains accurate training records for all employees and contract staff for seven regional airports.
- Collaborates on the preparation of responses to regulatory audits conducted by Transport Canada and GNWT 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.

- Prepares tabletop emergency exercises for six community airports and one hub airport.
- Participates or leads in the delivery of the exercises as required.
- Identifies gaps or deficiencies as a result of the exercises and amends the Airport Emergency Plans.
- Records incident reports for all seven airports into Airman System, as part of the Department's SMS program, which may include undertaking hazard identifications and risk assessments.
- Activates the Airport Emergency Operations Center as required.
- Participates in the coordination of emergency response and services during an incident that would necessitate the use of the Emergency Operations Center and leads such operations from time to time.
- Promotes a safety culture for all airports within the region, including ensuring a functional Occupational Health and Safety (OHS) system at the Inuvik Airport that is compliant with departmental standards.



- Undertakes debriefings after emergency exercises and airport incidents with all responding agencies and document such debriefings.
 - Monitors 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.**
- Receives applications for development on airport property, reviews with the applicant obtaining additional information as necessary, reviews against airport zoning regulations and Municipal land use designations and makes recommendations.
 - Inspects airport leased land for compliance to regulations, standards, policies and practices.
 - Develops good tenant relationships with all lease holders, tenants and air carriers.
 - Reviews lease and license terms for renewal identification and accurate revenue collection.
 - Reviews Plans of Construction Operations (PCOs) for accuracy.
 - Provides advice to tenants or prospective tenants that 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 daily operations of seven airports to ensure they meet regulated requirements, standards, policies and practices.**
- Monitors and reviews A, B and C airports daily reports accuracy and distributes a monthly log summary of reports received for payment purposes.
 - Compiles and analyzes reports from Maintenance Management System for budget purposes, work plan scheduling, asset replacement scheduling and maintenance planning.
 - Liaises with divisions to ensure building deficiencies for all B & C airports are rectified.
 - Participate in biannual airport inspections (summer and winter) for seven Beaufort Delta airports to ensure compliance with TP312 Standards and Practices.
 - Prepares reports based on the inspections identifying any deficiencies and prepares corrective action plans to remedy such deficiencies.
 - Assists 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.**
- Represents the Department in consultative meetings, and customer, client and community negotiations and discussions.



- Participates in annual tenant Safety and Security meeting and any other meetings depicted in the Airport Operations Manual and leads such meetings from time to time.
- Prepares position papers, briefing notes, Cabinet submissions, and Ministerial correspondence to ensure effective communication of regional positions related to the delivery of programs.
- Meets with and presents to municipal councils, airport conferences, inter-organizational meetings (NATA, Transport Canada, and ONO), airport contractors and site staff.
- Participates in Joint Committee meetings with Nav Canada as required.
- Acts as the Regional Airport Manager in their absence.

WORKING CONDITIONS

Physical Demands

Most of the time is spent in an office environment, with regular road travel or air travel to attend meetings and inspect community airports. 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

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.

Mental Demands

Incumbent will be present during airport emergencies, during periods of deteriorating weather that affect operations and will interact with clients and the public that are dissatisfied or confrontational. The incumbent is called upon for emergencies and must be available to deal with situations on short notice, with interruption of personal life to deal with operational demands of the airport. There are continually changing priorities, unanticipated demands and short turn around for requests. Dealing with and reporting issues where rules or procedures aren't followed can sometimes lead to difficult conversations and confrontation.



KNOWLEDGE, SKILLS AND ABILITIES

- 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.
- Knowledge of regulations and legislation governing airport operations, safety, and emergency planning such as the airport regulations and standards, disability regulations, Labour Canada Code, the *Public Airports Act* associated and regulations, *Wildlife Act* and associated regulations.
- Knowledge of contract management and administration.
- Knowledge of airport and aviation industry.
- Technical knowledge of airport maintenance regulatory requirements and airport maintenance practices.
- Time management skills to meet numerous regulated 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.
- 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.
- Writing skills to develop exercises, plans, contracts and reports.
- Ability to develop procedures relating to regulated processes, and provide training and instructions to staff, O&M contractors, airport users and emergency agencies on the procedures
- 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 Diploma in related field with three years of experience in an airport environment, including one year managing contracts.

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