



## **IDENTIFICATION**

<b>Department</b>	<b>Position Title</b>	
Infrastructure	Director, Air, Marine and Safety	
<b>Position Number</b>	<b>Community</b>	<b>Division/Region</b>
33-3663	Yellowknife	Air, Marine and Safety

## **PURPOSE OF THE POSITION**

The Director, Air, Marine and Safety (Director) is accountable for the system of 27 public airports in the Northwest Territories (NWT), as well as the delivery of NWT ferry services on the Mackenzie, Liard and Peel rivers.

As the Government's airports system leader and strategic aviation advisor, the Director is responsible for the planning, development, commercial development, the safe and effective operation of the system and for providing advice to government on local, national and international airports and aviation matters.

## **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.

This position is located in Yellowknife and reports to the Assistant Deputy Minister, Programs and Services.

The management of the Air program is carried out through a matrix structure, with regional offices carrying out front-line contracting, monitoring and support activities. The corporate office supports regional operations, developing the airport-related legislative and policy framework, training, providing regional airport staff with tools and programming, and assisting in the resolution of any issues.

The Marine Services program in the NWT is a mixed-model of own-forces and private contractors, with private northern contractors operating three of the five existing ferry routes.

The Air, Marine and Safety program serves the following clients:

- 45,000 residents who require access to air transportation or air-freighted goods;
- 28 communities, including 17 that are normally accessible only by air;
- 2 regional and approximately 15 charter carriers, including medevac service providers;
- Growing mineral and oil and gas exploration industry;
- International air carriers utilizing NWT airports to support over-flight operations;
- Canadian Air Transport Security Authority (CATSA) as the national organization responsible for air transport security;
- Nav Canada, as the national provider of meteorological and air navigation data; and,
- Departmental staff and contractors involved in the day-to-day delivery of the departments programs and services within the requirements of the *NWT Safety Act* or other federal safety legislation.

The Airports program must be delivered in a manner that combines the delivery of an essential transportation service, being aware of the cost of transportation, and administering the airport system with business acumen.

The aviation industry is extremely sensitive to safety and security and depends on a large number of people performing prescribed roles in a very consistent manner in an environment where there is little margin for error.

Technical challenges are posed by global warming, which results in requirements for creative ways of dealing with construction and maintenance of the infrastructure.

### **DIMENSIONS**

- |                                 |                        |
|---------------------------------|------------------------|
| • Reporting Positions           | (4 direct, 9 indirect) |
| • Compensation & Benefits (\$)  | 2,464,433              |
| • Operations & Maintenance (\$) | 2, 359,000             |
| • Grants & Contributions (\$)   |                        |
| • Capital (\$)                  |                        |



## **RESPONSIBILITIES**

1. Provides leadership and directs the operation of the Division within the objectives of the departmental Business Plan and budget and oversees the exchange of strategic and operational information with other headquarters and regional activities.
2. Establishes management, administrative and monitoring frameworks for components of the airports and marine programs to support the planning, coordinating and directing of activities to ensure the effective delivery of the marine and airports programs, consistent interpretation and application of federal regulation and the Department's policies and services and proper accountability is maintained.
3. Leads the assessment of federal regulations and acts that impact marine and ferry operations to ensure that programs and services are provided in the most safe, effective and reliable manner.
4. Represents the Government as the owner of the airport system and the holder of the operating certificates granted by Transport Canada and ensures that all infrastructure and operations comply with the national regulatory standards and specifications and the GNWT's acts, regulations and policies.
5. Provides the framework and delivery mechanism in a matrix organization for air transportation that maximizes safety and minimizes risks.
6. Plays a lead role in maintaining the on-going relationship with Transport Canada, national aviation groups and industry. Creates and sustains positive, productive relationships with Transport Canada in order to influence regulation decisions and to obtain a share of federal funding for airports capital and other programs.
7. Manages and negotiates through challenges where the GNWT position may be in opposition with the direction taken by Transport Canada.
8. Monitors air transportation legislation, regulations, and policy developments across other jurisdictions, while tracking broader trends in aviation safety, operational costs, infrastructure technology, and potential partnership opportunities to support airport infrastructure improvements.
9. Provides leadership for industry in developing the GNWT's legislation, policies and standards for the airport system.
10. Oversees the ongoing monitoring of airport operations through regular review of on-site inspection reports and follow-up visits conducted by specialized technical and



professional staff. Identifies emerging industry trends and recurring operational issues and ensures timely responses to address areas of concern.

11. Influences the Regulatory and Operating Environment responsibilities, which includes consulting with industry and governments, developing positions and strategies and participating in the National Canadian Aviation Regulations Advisory Council and other national forums to present the GNWT positions and protect the interests of the NWT.
12. Develops airport strategies, plans and projects based on client needs, optimizing life-cycle management and Government direction to contribute to the broader transportation strategies and overall priorities and objectives for government.
13. Ensures the future needs for airports and air services are respectfully considered and provided for in an emerging self-government environment.
14. Leads air and marine infrastructure needs assessment, operational planning, facility programming, development and management of an Integrated System of Airports by conducting airports planning with all involved stakeholders and provides input into the capital acquisition plan and transportation strategy updates.
15. Ensures the development of cost-effective infrastructure implementation strategies that optimize benefits to northern business and labour market.
16. Ensures airport maintenance management systems (AMMS) and best practices are established to provide scheduled reviews and preventative maintenance of the physical assets and ensure all airports have up-to-date operation and maintenance manuals.
17. Ensures the development and implementation of airport safety training programs and emergency response plans for each airport. This includes coordinating and conducting emergency response exercises, overseeing fire protection services, managing emergency incidents and media communications, leading accident investigations and applying remedial actions, as well as addressing environmental hazards and overseeing cleanup operations.
18. Ensures the safety, protective and emergency response service standards, as prescribed through extensive legislation and regulation, are in place.
19. Verifies that all airports have emergency response plans to respond to a variety of emergencies and ensures that all standards pertaining to the fire protection programs operated at airports meet current standards.



20. Leads the marketing and commercial development of airport land and building space by establishing appropriate regulatory, management, and pricing frameworks. This work is guided by industry standards, local economic conditions, and the goal of generating sustainable revenue for the airport system.
21. Accountable for cost recovery and revenue generation associated with commercial development and use of airport properties.
22. Oversees training and development initiatives for airport management and operations. This includes administering joint industry-government programs such as maintaining the Small Community Airport Management and Maintenance Programs, and supporting the technical and managerial development of in-house staff. These efforts are carried out within the framework of affirmative action and other government employee development programs. Additionally, the role involves designing and delivering specialized regulatory workshops that address ongoing program requirements, identified operational needs, and evolving regulatory standards.
23. Leads public relations, communications, and strategic partnership efforts, including negotiations with media, regulators, Transport Canada, other federal agencies, jurisdictions, and industry stakeholders. These activities aim to strengthen financial sustainability, enhance program support, and promote the reputation of the GNWT.
24. Provides advice and guidance to all regions and liaises with other GNWT departments and communities to provide advice on air and marine transportation operation and maintenance.
25. Provides the necessary leadership direction to ensure that programs are delivered, and projects are completed effectively and efficiently in spite of challenges.
26. Ensures qualified staff are successfully recruited and retained and a positive work environment is maintained where staff are motivated to provide high quality programs and services.
27. Uphold and consistently practicing personal diversity, inclusion, and cultural awareness, as well as safety and sensitivity approaches in the workplace. Practice and ensure that any subordinate management and supervisory roles also prioritize staff mentorship and on-the-job training, including staff development in annual general objectives.

## **WORKING CONDITIONS**

### **Physical Demands**

No unusual demands.



### **Environmental Conditions**

No unusual demands.

### **Sensory Demands**

No unusual demands.

### **Mental Demands**

The potential for accidents is constant, and the position would be required to provide leadership, time sensitive communication, and exercise political sensitivity while maintaining privacy during any major airport incidents involving loss of life. The incumbent will travel in order to attend meetings and visit site operations at community airports or with external stakeholders, on average one to two times per month for typically two to three days per occurrence.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of the client, the aviation industry and the regulatory framework.
- Knowledge of organizational, management, negotiation and leadership concepts.
- Ability to behave confidently in challenging situations to accomplish tasks and select effective approaches to tasks or problems.
- Ability to communicate effectively (written and oral) with tact, diplomacy and political sensitivity.
- Ability to manage change in a dynamic fast-paced environment, respecting clients and staff.
- Ability to analyze complex issues, discern the relevant factors and true client needs, and develop effective, practical answers.
- Ability to attract, develop and lead staff to maximum performance and career advancement.
- Ability to lead in a manner that promotes group effectiveness, group morale and productivity.
- Skilled in establishing effective relationships with stakeholders, clients and partners.
- 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 Engineering, Transportation Planning or Business Administration, with a minimum of eight (8) years experience in the airports or transportation field, including three (3) years of experience at the managerial level directing a team of professional, technical and administrative staff as well as resources.

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