



IDENTIFICATION

Department	Position Title	
Infrastructure	Manager, Safety and Security	
Position Number	Community	Division/Region
33-7775	Yellowknife	North Slave

PURPOSE OF THE POSITION

The Manager, Safety and Security is responsible for the ongoing development, implementation, oversight and enforcement of acts, regulations, policies, procedures, programs and systems to ensure the operations safety, security and emergency preparedness of the Yellowknife Airport. This position is also responsible for the four (4) additional North Slave Region Community Airports located in Gamètì, Whatì, Wekweètì and Łutselk'e to ensure compliance with all aspects of the Transport Canada's (TC) Canadian Aviation Regulations (CARs).

SCOPE

Located at the Yellowknife Airport and reporting to the Regional Airport Manager, the Manager, Safety and Security undertakes or manages the program, policy, services development, and management of:

- Safety and security, both regulatory and civil, at Yellowknife Airport.
- All aspects of Emergency Response Services at the Yellowknife Airport.
- Emergency Planning Program, including airport safety, risk management, security programs, and contract security services.
- Safety Management System implementation and training.
- Management of an Operations and Maintenance (O&M) budget that exceeds two million dollars (\$2,000,000.00).
- Manages direct reports: Yellowknife Airport Fire Chief, the Airport Security Administrator, and between 15-30 contractual staff; indirect reports include Shift Supervisor Firefighters, Career Firefighters and Relief Firefighters.
- Incident Commander during all emergency response events, including security breaches, aircraft crashes and all other emergency events.

Yellowknife Airport is one of twenty-six airports in Canada included in the National Airports System. The airport handles 58,000 flights per year and more than 550,000 passengers. The Yellowknife Airport (YZF) is located Yellowknife, NT, Canada. It is the central hub for the Northwest Territories (NT) airport system and provides a full-service facility that supports commercial, corporate, and general aviation industries.

The incumbent leads a team of own-forces, RCMP, Coroner, Air Carrier, Municipal Enforcement Division, Yellowknife Fire Department, and other stakeholders during emergency events at the airport.

This position manages the safety and security services of the Yellowknife Airport and provides leadership for up to 50 staff and up to 20 contract security personnel and airport partners in accordance with the Canadian Aviation Regulations (CARs) and Government of the Northwest Territories (GNWT) legislations and policies.

The Manager, Safety and Security implements and administers the Transport Canada Security Regulations; Canadian Aviation Regulations (CARs); *Federal Aeronautics Acts*; GNWT) Safety Management System (SMS); Transport Canada Aerodromes Standards and Recommended Practices TP312; GNWT Human Resources policies and procedures; and Transport Canada safety and security audit reviews and preparedness for the operational conduct of the GNWT Airports.

The Manager, Safety and Security must successfully liaise with representatives from Transport Canada (TC) and effectively present the positions of the Yellowknife Airport in discussions and correspondence with Transport Canada, the Regional Airport Manager, GNWT Air Marine and Safety Division and client partners. Coordination and cooperation with Transport Canada, and the coordination of critical programs and system functions to ensure and maintain Airport Certification demonstrating that the airport is compliant with safety and security regulations, are key.

RESPONSIBILITIES

1. Manages all aspects of the security program to ensure compliance with all regulations designed to maintain the security of the public, partners and staff at the Yellowknife Airport.

- Develops and implements all aspects of the Airport Security Plan.
- Develops, procures and administers security services contracts for Yellowknife Airport.
- Coordinates and corresponds with Transport Canada Inspectors to maintain proper application and implementation of federal safety and security programs and standards pursuant to regulations.
- Ensures a security presence in the Air Terminal building, surrounding groundside and airside portions of the airport.
- Acts as a Duty Manager (accountable for the Airport Operations on a rotational basis) responsibilities as requested by the APM.
- Collaborates with TC and Canadian Air Transport Security Authority (CATSA) and is

responsible for the oversight, implementation and regulatory compliance of the Restricted Area Identification Card (RAIC) system and the Airport Vehicle Operator's Permit (AVOP) program.

- Manages the operation of the RAIC program to ensure that security clearance applications are received and processed accurately and efficiently.
- Negotiates Memoranda of Agreement (MOA) with appropriate authorities (RCMP, Military, Coroner, City of Yellowknife).
- Implements security data recording systems and develop corrective actions
- Conducts site security surveys and risk assessments and makes recommendations and take corrective action as warranted.
- Develops and manages a Security Management System in compliance with Transport Canada Security regulation.
- Manages the training and certification of airport personnel to properly perform security duties and responsibilities as defined in the Security Management System and the Security Contract.
- Ensures that all regulatory security requirements are achieved and maintained in accordance with applicable legislation.

2. Contributes to the provision of efficient and effective management, delivery, and administration of federal legislation of:

- Transport Canada Security Regulations.
- Canada Labor Code.
- Canadian Aviation Regulations (CARs).
- *Federal Aeronautics Acts*.
- Accessibilities Legislation.
- Government of the Northwest Territories (GNWT) Safety Management System (SMS).
- Transport Canada Aerodromes Standards and Recommended Practices TP312.
- GNWT Human Resources (HR) policies and procedures.

3. Provides oversight of compliance, inspections and enforcement programs associated in accordance with departmentally administered policy and federal legislation.

- Manages the reviews and responses to Transport Canada and Air, Marine Safety in relation to safety and security certification inspections and works with site staff and other stake holders to develop and implement plans to correct deficiencies.
- Collaborates with Department of Justice to obtain Peace Officer designation for all security staff.
- Participates as a member of the North Slave Regional Airport Management team to provide all required safety and security services to all North Slave regional airports.
- Manages the Occupational Health and Safety and Loss Control Program of Yellowknife Airport by overseeing and supporting the ongoing development of OHS policies, strategies and plans to promote positive health, safety and wellness for all employees.
- Provides specialized advice to the organization on health and safety legislation, policies and practices.

- Develops and maintains productive partnerships with a wide range of organizations with common interests in workplace safety and wellness.
4. **Manages the development of emergency preparedness and response systems for the Yellowknife Airport and integrates and coordinates responses with community, territorial and national emergency planning and response operations.**
 - Establishes the physical and procedural requirements of emergency operations center (EOC) for Yellowknife Airport.
 - Develops policies, procedures and protocols with respect to emergency planning and responses to accidents and incidents.
 - Consults with the Regional Airport Manager and develops protocols and training for accident and incident management and manages their application.
 - Develops and implements emergency response plans particular to the physical and operational particulars of the airport.
 - Oversees the planning of Security and operational table top exercises for Yellowknife Airport and the North Slave Community Airports.
 - Conducts reviews and analysis of accidents and incidents to determine trends, systems deficiencies and opportunities for improvements.
 5. **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.
 - Manages 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 and incident reports.
 - Identifies, analyzes and investigates the probable cause(s) of hazards and incidents.
 - 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 Regional Airport Manager in the handling of incidents and accidents.
 - Monitors and makes recommendations on new Transport Canada regulatory initiatives for the Yellowknife Airport.
 6. **Manages the Safety and Security sections of human and financial resources to ensure optimal utilization of these resources.**
 - Determines staffing requirements.
 - Oversees contracted security personnel and manages contract compliance.
 - Prepares work plans, and operations and maintenance budgets.
 - Monitors contract payments.
 - Manages employee learning and development and performance, including periodic e-Performance entries.

- Prepares and implements annual goals, training plans, employee performance reviews, work schedules, leave schedules etc., in accordance with the Collective Agreement.
- Determines requirements and prepares program approval documents for projects associated with the safety and security of the Yellowknife Airport.

WORKING CONDITIONS

Physical Demands

Moderate walking up to two hours per day, in and around the terminal and property.

Environmental Conditions

The airport office environment means the incumbent is occasionally exposed to moderately higher inside noise levels than normal, and occasionally exhaust fumes and loud noise when outside. Once or twice per year, the incumbent may be exposed to extreme aircraft noise for short periods.

The incumbent may experience a variety of weather conditions when supporting response situations or visiting emergency training sites.

Sensory Demands

The incumbent must be consistently observant of the airport operations and anticipate potential hazards, using senses of sight and hearing simultaneously when moving about and around the terminal and property, approximately 2 hours total per day.

Mental Demands

Incumbent will experience after-hours phone calls, call-backs and call-outs outside normal office hours in response to emergency events or activities and will undertake travel by road and air to attend meetings and inspect community airports a minimum of two trips per year, two to eight days per trip.

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 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 airports.
- 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 computer 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.
- Effective verbal and written communication skills.
- Skilled in dispute resolution and ability to negotiate.
- Skilled in delegation and employee empowerment.
- Problem solving skills with an awareness of political expediency.
- Ability to react and problem-solve quickly.
- Ability to remain calm under duress during realistic training and real situations involving safety or security emergencies.
- Extensive knowledge of emergency response practices and procedures.
- Ability to instill confidence and control the operations of multiple organizations in rapidly changing event conditions.
- Ability to manage competing priorities within short time frames.

Typically, the above qualifications would be attained by:

Completion of a relevant University Degree, and five (5) years of management experience in security oversight and/or administration. Experience in security and emergency response activities at a National Airports System airport in Canada would be considered an asset.

ADDITIONAL REQUIREMENTS

Transport Canada security clearance through a Criminal Records Check.

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:

☐ Required

☐ Preferred