



IDENTIFICATION

Department	Position Title	
Infrastructure	Manager, Community Airports	
Position Number(s)	Community	Division/Region(s)
33-7782	Yellowknife	North Slave

PURPOSE OF THE POSITION

The Manager, Community Airports (the Manager) supports the Regional Airport Manager in the management, planning and direction of airport operations at the 4 airports in the North Slave 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 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 operation and maintenance of public buildings and transportation infrastructure and systems, project management, facilities planning, design and technical support services, environmental assessment and remediation, property management, procurement shared services, information technology, information management, disposal of surplus property and goods, motor vehicle and mechanical/electrical regulatory services and fleet management.

On behalf of the Government of the Northwest Territories (GNWT), the Department of Infrastructure also carries the responsibility for strategic planning of the GNWT's long term investment in the development of public transportation and energy production and distribution systems for the Northwest Territories, as well as the continuity of marine transportation services for the provision of fuel and dry goods to Northern destinations.

Yellowknife Airport is part of the National Airport System. It serves as the gateway airport to the North and is a unique and critical component of the NWT transportation system. Yellowknife Airport is a core element of the Northwest Territories economy and its success is

key to future development. As a Revolving Fund, the Airport must operate within the parameters of its own revenue streams. The Operations and Maintenance (O&M) section of Yellowknife Airport not only provides services related to airport assets, but also to other GNWT Departments and private sector clients, at a profit.

Located at the Yellowknife Airport, the Manager, reports to the Regional Airport Manager. The incumbent supports and assists the Regional Airport Manager in managing the efficient and effective delivery of the Department's Programs and Services for 4 Community Airports which include Gamètì, Whatì, Wekweètì, and Łutselk'e. The Manager supports the delivery of Airport Emergency Planning, Safety Management Systems, Wildlife Management, Summer and Winter Maintenance Planning and other regulatory programs required to maintain airport certification.

To ensure safe, reliable airport operations are maintained and all regulatory obligations are met, the Manager works with the Yellowknife Airport Management Team and staff, Air, Marine and Safety Division, Airport 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.

RESPONSIBILITIES

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

- Perform 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, review for accuracy, submit required changes, prepare annual reports, circulate to appropriate authorities for review and feedback and distribute accurate copies.
- Update Airman Program on a regular basis when document reviews are completed and/or updated.
- Develop service and operational tenders, contracts, statement of requirements, plan of construction and operations, and maintenance contracts.
- Ensure compliance with government programs and services (i.e. official languages, GNWT visual identity, barrier free access).
- Maintain accurate training records for all employees and contract staff for 4 Community airports.
- Collaborate on the preparation of responses to regulatory audits conducted by Transport Canada and Department 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.

- Coordinate the delivery of tabletop emergency exercises for 4 Community airports.
- Participate in the delivery of the exercises as required; identify gaps or deficiencies as a result of the exercises and amend the Airport Emergency Plans.
- Record incident reports for all 4 Community airports into Airman System, as part of the Department's SMS program; this may include undertaking hazard identifications and risk assessments.
- Activate the Airport Emergency Operations Center as required.
- Participate in the coordination of emergency response and services during an incident that would necessitate the use of the Emergency Operations Center. Lead such operations from time to time.
- Promote a "Safety Culture" for all airports within the Region.
- Undertake debriefings after emergency exercises and airport incidents with all responding agencies and document such debriefings.
- Monitor a program for bird and wildlife control and the control of foreign object debris (FOD).

3. Monitor day to day operations of 4 Community airports to ensure they meet regulated requirements, standards, policies and practices.

- Monitor and review B & C airports daily reports for submission and accuracy. Distribute a month end log summary of reports received to the Senior Administrative Officer for review and feedback as required.
- Compile and analyze reports from Maintenance Management System for budget purposes, work plan scheduling, asset replacement scheduling and maintenance planning, and cost recoveries.
- Liaise with INF to ensure building deficiencies for all B& C airports are rectified.
- Participate in and/or coordinate quarterly airport inspections for 4 Community airports to ensure compliance with TP312 Standards and Practices; review and submit reports based on the inspections, identifying any deficiencies and prepare corrective action plans to remedy such deficiencies.
- Liaise with community contractors to ensure compliance with all training requirements and coordinating training as required.

4. 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. Represent the Department in consultative meetings, customer, client and community negotiations and discussions.

- Participate in annual Tenant Safety and Security meeting and any other meetings depicted in the Airport Operations Manual and lead such meetings from time to time.
- Prepare position papers and briefing notes, to ensure effective communication of regional positions related to the delivery of programs.
- Meet with and present to, airport conferences, inter-organizational meetings (NATA, Transport Canada), airport contractors and site staff.

5. Maintain and administer the Maintenance Management System (MMS) for Yellowknife Airport.

- Complete the implementation and integration of the MMS into all areas of Yellowknife Airport's operation including Electrical, Airfield Maintenance and Aircraft Rescue Firefighting. Coordinate and monitor the inputs with a focus on preventative and scheduled maintenance. Update as required.
- Coordinate training as required and provide administrative support in the delivery and use of the MMS.
- Monitor and review outputs to ensure accuracy and compliance with regulatory requirements.
- Generate reports as required in support of budgeting, cost tracking and cost recoveries.
- Initiate and maintain processes in the MMS system to support auto restocking of high consumable items with selected vendors based on best pricing.

6. Provide procurement, human resource and administrative support to the Yellowknife Airport.

- Provide advice and support to staff in such areas as contracting methods, administrative procedures, contract development and delivery.
- Prepare tender and contract specifications as required for a diverse range of goods and services from local, national and international contractors for technical, highway and airport equipment.
- Ensure all tender requests are handled and submitted to Procurement Shared Services in a timely manner for advertising, issuing and distribution.
- Provide advice and support in Human Resource matters, prepare correspondence for appropriate signature and distribution.
- Liaise with scheduled carriers at the Yellowknife Airport for the coordination, creation and distribution of a daily apron parking assignment schedule.
- On occasion, act in the Duty Manager capacity, responding to inquiries and issues outside of regular business hours.
- Other duties as assigned.

WORKING CONDITIONS

Physical Demands

The majority of time spent in an office environment, with regular road travel or aircraft flights to attend meetings and inspect Community airports. Arms, wrists, back can be stressed with computer work. 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

Work is generally performed in an office environment with regular travel required to attend meetings and perform community airport inspections. 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. The incumbent will potentially be exposed to noises such as aircraft engines for prolonged periods of time while at the airfield and almost constant use of a telephone, multi-frequency radio and cell phone.

Mental Demands

Periods of light mental effort and concentration are frequently required to deal with a variety of operation, coordination, and discipline/labour relations issues. Stress levels can be extreme during an airport emergency, during periods of deteriorating weather that affects operations and when dealing with clients and public that are dissatisfied or angry. The incumbent is called upon for emergencies and must be available to deal with situations on short notice, with interruption of home and personal life to deal with operational demands of the Airport.

Stress is sustained by continually changing priorities, unanticipated demands and short turn around for requests. Dealing with and reporting "Findings of Infractions to Regulations, Policies or Procedures" may result in confrontational circumstances.

KNOWLEDGE, SKILLS AND ABILITIES

- General 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.
- General knowledge of regulations and legislation governing airport operations, safety and emergency planning such as the Airport Regulations and Standards, Disability Regulations, Labour Canada Code, *Public Airports Act* and Regulations, Wildlife Management Regulations.
- Knowledge in Contract Management and Administration.
- Thorough knowledge of airport and aviation industry.
- Technical knowledge of Airport Maintenance Regulatory requirements and Airport Maintenance practices.
- Excellent time management skills to meet numerous regulated scheduled 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.

- Strong 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.
- Ability to work in a cross cultural environment.
- The ability to provide training, instructing and developing of various regulated processes, with Airport O & M Contractors, Airport users, emergency agencies and own forces staff.
- Writing skills to develop exercises, plans, contracts and reports.

Typically, the above qualifications would be attained by:

The completion of a post- secondary bachelor degree from a recognized institution in the fields of airport management / administration and 5 years directly related experience in an airport environment including supervising.

Equivalencies 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