



## **CAREER OPPORTUNITY: AIRPORT OPERATIONS MANAGER – PERMANENT, FULL TIME**

Pitt Meadows Airport Society (PMAS) is seeking an experienced professional to join its staff as the Operations Manager at YPK.

Acting under the direction of, and reporting to, the General Manager and CAO, the Operations Manager shall be responsible for the safe and efficient operation of the airport within the authority vested through Transport Canada and in accordance with Transport Canada and Nav Canada regulations, and the PMAS Airport Operations Manual.

### **Key responsibilities and essential duties:**

- Plan, direct, coordinate, and participate in an effective preventative and corrective maintenance program and work plan for the efficient maintenance of airport grounds, buildings, and equipment; assign work priorities, monitor workflow, evaluate work productivity, and adjust plan as required due to weather, funding, unforeseen delays, etc.; assist in the selection, training, and evaluation of Operations support staff; provide technical guidance and direction to operations support staff.
- Manage the solicitation, selection, contracting, and management of various outside contractors for Airport services and projects; supervise and inspect the work of contract services for quality and conformance with airport standards.
- Recommend and implement new procedures and operating practices to enhance the efficiency of operational departments. Monitor legislation affecting airport and aviation activities and make recommendations for operational changes; collaborate in reviewing, revising, and establishing policies and procedures relating to administrative reporting and recording of operational related matters; interpret and explain airport operations policies and procedures.
- Direct and/or participate in the preparation of daily inspection reports and log entries in accordance with the PMAS Safety Management System; analyze and review operational and activity reports; open and close airport runways to aircraft operations based upon conditions and safety issues through the issuance of NOTAMs; attend to and investigate airport incidents/accidents and related risk management issues to determine corrective action.
- Assist in preparing, justifying, and administering the annual budget; monitor budget against performance to ensure goals are met; recommend and implement corrective action on budget variances.
- Manage and direct the continual development of the Airport Operations Manual, Safety Management System, Wildlife Management Plan, and Emergency Procedures Manual.

**Key Qualifications:**

- Thorough knowledge of airport operations, management, and development.
- Thorough knowledge of Transport Canada rules, regulations, and laws.
- Considerable knowledge of equipment, tools, and facilities required for the safe and efficient operation of the airport.
- Considerable knowledge of occupational hazards and safety precautions and techniques, including first response emergency practices.
- Ability to prepare and maintain accurate records, reports, quotes, etc.
- Ability to plan, organize, prioritize, and supervise the work of others.
- Ability to establish and maintain effective working relationships with staff, pilots, leaseholders, business executives, City representatives, contractors, and the general public.
- Proficient in Microsoft Suite

**Preferred Training:**

- Airside Safety Awareness
- Aviation Fuel Handling & Quality Control Training
- Standard/Emergency First Aid for Industry
- Forklift Training
- Human Factors Training
- Lock Out/Tag Out Procedures
- Safety Management Awareness Training
- Transportation of Dangerous Goods
- Workplace Hazardous Materials Information System (WHMIS)

Excellent salary and benefits package available to the right candidate.

Please submit your resume and cover letter to:

Elvio Pecchia, General Manager & CAO  
epecchia@pittmeadowsairport.com

***APPLICATION DEADLINE: FRIDAY, NOVEMBER 20, 2015. Please, no phone calls.***