

POSITION TITLE: **AIRPORT MANAGER**

REPORTS TO: Director, Infrastructure Services

POSITION IS BASED AT: Whitecourt Airport

SUBORDINATE POSITIONS: Airport Operations Staff / Seasonal Staff

SUMMARY OF POSITION: Ensure the safe and efficient operation of the airport on a daily basis; troubleshoot any problems and ensure that staff is knowledgeable on all airport policies and safety procedures. Ensure that all aspects of the airport are functioning within the regulations and possess the ability to proceed with the necessary actions to ensure compliance.

RESPONSIBILITY NO.

DESCRIPTION

1. Manage the daily operation of the airport terminal and schedule appropriate numbers of staff.
2. Monitor all employees, stakeholders, outside vendors and businesses to ensure that they are in compliance with aviation regulations and security procedures.
3. Manage the financial aspects of running the airport from the accounts receivable to the accounts payable process including the entering into contracts with vendors at the airport concerning renting space, i.e. Parking, leases, etc.
4. Implement and ensure that staff is correctly trained on all airport operational and safety procedures, including emergency responses.
5. Respond to customer inquiries and complaints in a courteous and professional manner.
6. Maintain and ensure compliance of all airport documentation required to maintain a certified status with Transport Canada, such as: SMS (Safety Management System), Airport Operations Manual and Airport Wildlife Control Manual.
7. The incumbent will work effectively with planning staff and Council direction to expand new airport land development.
8. Ensure that all staff are correctly trained on all airport operational and safety procedures including emergency responses according to the Airport Operating Manual and Woodlands County safety procedures.

9. Operate maintenance equipment required for runway clearing.
10. Carry out all the above duties and other assigned duties by the Director within the policies of Woodlands County in a safe and efficient manner.

REQUIRED QUALIFICATIONS

The incumbent will require strong written, oral and presentation skills and will provide a high level of attention to detail and accuracy. The incumbent must be highly motivated, organized and capable of managing multi-tasks within a team environment as well as possess problem solving and decision making skills. In addition, the candidate should have:

- 5 – 10 years experience managing the daily operations, maintenance and staffing requirements at a certified airport
- 5 – 10 years experience in airport planning and land development.
- 5 – 10 years municipal experience in preparing council reports and council presentations
- 5 – 10 years experience in managing the financial aspects of a certified airport including preparing annual operational budgets, capital budgets and federal aviation grant applications
- 5 – 10 years experience in operating maintenance equipment required for runway clearing
- An intermediate level of understanding and able to use Microsoft office suite including word, excel, outlook, power point and other software
- IAAE (International Association of Airport Executives) accreditation considered an asset
- Class 5 licence with air brake endorsement.