

POSITION IDENTIFICATION

Position Title:	Airport Operations Specialist (AOS)
Department:	Operations
Reports To:	Senior Manager of Operations
Classification Level:	Level 4a (Non-Management Wage Grid) – Permanent / Full Time
Salary Range:	\$56,520 to \$74,650 per annum (based on skills, abilities, experience, qualifications, and subject to annual management review).
Benefits:	Medical services plan coverage, extended medical benefits, RRSP matching (up to 5%), access to Employee & Family Assistance Program, and opportunities for professional development.
Closing Date:	Thursday February 29, 2024
Last Updated:	February 2024

POSITION SUMMARY

The Nanaimo Airport Commission (“NAC”) is a not-for-profit airport authority, created in 1990, to manage the Nanaimo Airport (“YCD”). The NAC owns the 224-hectare airport campus located in Cassidy, British Columbia approximately a 15-minute drive south of Nanaimo.

Reporting to the Senior Manager of Operations, the Airport Operations Specialist (“AOS”) is a multi-disciplined role responsible for working closely with co-workers, supervisors, and managers to effectively maintain, preserve, and respond to items typically associated with the management of:

- Airport
- Emergencies
- Safety
- Assets
- Environment
- Security

Working under the direction of the Senior Manager of Operations and the Duty Manager, the AOS is responsible for maintaining YCD facilities, grounds, equipment, and operating a variety of heavy and light equipment to perform such duties. The AOS also removes snow, ice, and other debris from airport surfaces, as well as provide support for crash, fire and rescue when responding to emergencies.

TRAINING/ORIENTATION

Working in an airport environment is unique and requires knowledge of both Provincial and Federal rules and regulations. At the Nanaimo Airport, we have extensive training programs in place to ensure that we meet regulations, adhere to safety requirements, and ensure that our employees are confident in their ability to be successful in their positions.

Training may include the following courses relevant to Airport Operations:

- Airport Systems
- Airside Vehicle Operations Permit
- WHMIS & SDS
- Small Wastewater Operators Certificate
- Heavy Machinery Operators Certificate
- Bio-Waste Procedures
- Runway Surface Condition Reporting
- Restricted Radio Operators Certificate
- Safety Management System
- Aircraft Rescue & Fire Fighting
- Small Water Operators Certificate
- Firearms PAL
- Fire Extinguisher
- Other courses as required

QUALIFICATIONS, SKILLS, EXPERIENCE, AND ABILITIES

- Strong work ethic with a high level of initiative and enthusiasm.
- A strong focus on health and safety.
- Exceptional interpersonal skills, including communication and judgment.
- A team player, capable of working both collaboratively and independently.
- Ability to work in a professional manner.
- Strong organizational skills and attention to detail.
- Previous experience in a physical, outdoor environment.
- Previous experience or comfortable operating equipment.
- Experience using and operating a variety of hand tools.
- Fire fighting experience or certification in Airport Rescue and Fire Fighting an asset.
- Safety and/or security training an asset.
- Comfortable with computers and learning new applications, able to use Microsoft Word, Excel, Outlook, and Vortex.
- Willing and able to complete training in Aircraft Rescue and Fire Fighting.
- Must be able to obtain an Airside Vehicle Operator Permit and Restricted Radio Operators Certificate – Aeronautical.
- Ability to meet Transport Canada security clearance requirements.
- Previous work experience in an airport environment preferred, but not essential.
- Must be able pass an RCMP records check.
- Must agree to work according to the Modified Work Agreement.
- Must possess a valid passport to travel abroad for training purposes.
- Must possess a valid Class 5 driver's licence with air brakes endorsement and the ability to obtain Class 3.

WORK SCHEDULE

This position rotates through 7-days per week, including holidays. As an AOS, you will be required to work all shifts and sign the Modified Work Agreement for Airport Operations Specialist. Schedule rotation may change from time-to-time at the discretion of management to accomplish organizational needs and to allow for vacation and sick day coverage. The current hours of work are a 4-ON/4-OFF rotation with day shifts 05:00-16:30 and night shifts 13:30 to 01:00. As the airport grows there may be a requirement for permanent 24/7 shift operations.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

- Works in restricted zones, close to active runways and aircraft maneuvering areas.
- Indoor/outdoor work—bending, walking, lifting, pushing, and carrying weights over 25 kgs.
- This position requires you to be mobile for much of the working day.
- No opportunity to work from home.

APPLICATION PROCESS

To apply for this opportunity, please email your resume and cover letter in pdf format with the subject line of “Airport Operations Specialist” plus your name to: careers@nanaimoairport.com.

Please include three work-related references (letters of reference preferred).

Applications will be accepted until midnight on Thursday, February 29, 2024.

While Nanaimo Airport values all applications we receive, only those candidates shortlisted for further consideration will be contacted.

Nanaimo Airport is an equal opportunity employer committed to establishing an inclusive, equitable, and accessible environment for all. All qualified applicants will receive consideration for employment without regard to race, national origin, age, sex, religion, disability, sexual orientation, gender identity or expression, marital status or any other basis protected by applicable law.