

POSITION IDENTIFICATION

Position Title:	Airport Operations Specialist (AOS)
Department:	Operations
Reports To:	Manager, Airport Operations
Classification Level:	Level 4a (Non-Management Wage Grid) Permanent Full-Time
Salary Range:	\$65,437 to \$79,890 annually Salary placement is based on skills, abilities, qualifications, and experience and is subject to annual management review.
Benefits:	Medical Services Plan coverage, extended health and dental benefits, RRSP matching contribution up to 5%, Employee & Family Assistance Program, and professional development and training opportunities.
Closing Date:	Friday October 30, 2026
Last Updated:	October 2026

POSITION SUMMARY

Nanaimo Airport (YCD) is seeking motivated, safety-focused individuals to join our Operations Team as an Airport Operations Specialist (AOS).

This is a hands-on, multi-disciplinary position responsible for supporting the safe, secure, and efficient operation of the airport. Working in a highly regulated aviation environment, you will conduct airfield inspections, operate heavy and light equipment, perform security and maintenance activities, and support winter operations, wildlife management, emergency response, and customer service functions.

Successful candidates will receive comprehensive airport operations, security, and Aircraft Rescue and Fire Fighting (ARFF) training.

This is an excellent opportunity for individuals with experience in heavy equipment operation, public works, construction, transportation, maintenance, security, military, emergency services, or other operational environments who enjoy varied work, responsibility, and working outdoors year-round.

KEY RESPONSIBILITIES

- Conduct inspections of runways, taxiways, aprons, facilities, and airfield infrastructure.
- Monitor and report airfield conditions to support safe aircraft operations.
- Operate heavy and light equipment in support of airfield, grounds, facility, and infrastructure maintenance.
- Perform snow and ice control operations.
- Conduct airport security patrols, inspections, access control, and escort activities.
- Support wildlife hazard management and Foreign Object Debris (FOD) control programs.
- Assist with the maintenance of airport buildings, equipment, vehicles, and infrastructure.
- Respond to operational incidents, emergencies, and unusual occurrences.
- Prepare reports, inspections, records, and operational documentation.

- Provide professional customer service to passengers, tenants, contractors, and airport stakeholders.
- Participate in emergency response activities, including the Airport Rescue and Fire Fighting (ARFF) program.

QUALIFICATIONS

REQUIRED

- Valid Class 5 Driver's Licence with Air Brake Endorsement.
- Standard First Aid with CPR/AED certification, or the ability to obtain.
- Ability to obtain and maintain:
 - Transport Canada Security Clearance (RAIC)
 - RCMP Records Check
 - Airside Vehicle Operator Permit (AVOP)
 - Radio Operator Certificate (Aeronautical)
 - Airport Rescue and Fire Fighting (ARFF) certification
- Valid passport and ability to travel for required training and certification.
- Ability to work rotating shifts, weekends, holidays, overtime, and in all weather conditions.

PREFERRED

- Heavy equipment or industrial equipment operating experience.
- Experience working in a physically demanding outdoor environment.
- Experience in aviation, public works, transportation, construction, facilities maintenance, utilities, emergency services, security, military, or similar operational fields.
- Experience using hand and power tools.
- Previous safety or security-related training.
- Strong communication, interpersonal, and customer service skills.
- Proficiency with Microsoft Outlook, Word, Excel, and mobile technology.
- Demonstrated ability to work independently while contributing effectively as part of a team.
- Strong organizational skills, attention to detail, and sound judgment.

WORK ENVIRONMENT

This position is considered safety-sensitive and requires working in operational airport environments, including restricted areas adjacent to active runways, taxiways, aircraft movement areas, and security-controlled zones.

The role involves:

- Working indoors and outdoors throughout the year in varying weather conditions.
- Walking, bending, lifting, pushing, pulling, climbing, and carrying materials and equipment.
- Lifting and moving loads exceeding 25 kilograms.
- Maintaining a high level of mobility throughout the workday.

- Working a rotating shift schedule, including evenings, weekends, holidays, and emergency call-outs.

This position requires regular on-site attendance and is not eligible for remote work.

WHAT WE OFFER

- Competitive compensation and benefits.
- RRSP matching program of up to 5%.
- Airport operations, security, equipment, and ARFF training.
- Ongoing professional development and certification opportunities.
- A challenging and rewarding career in a dynamic aviation environment.
- The opportunity to contribute directly to the safety, security, and reliability of one of Canada's leading regional airports.

APPLICATION PROCESS

To apply, please submit your resume and cover letter in PDF format with the subject line:

- **Airport Operations Specialist – [Your Name]**

Email applications to:

- careers@ycd.ca

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

Applications will be accepted until midnight on Friday, October 30, 2026.

While Nanaimo Airport appreciates all applications received, only those selected for further consideration will be contacted.

EQUAL OPPORTUNITY EMPLOYER

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.