

Come Fly with Us! The Nanaimo Airport is Hiring.



AIRPORT OPERATIONS SPECIALIST

EXCITING WORKING ENVIRONMENT... OPPORTUNITIES TO GROW!

The Organization

The Nanaimo Airport (YCD) is hiring. Over the last decade, we have invested for the future in a longer runway and new Instrument Landing Systems that make safety and reliability paramount to the success of our operations. Improvements such as these have made YCD one of the fastest-growing airports in British Columbia.

The Position

This is an entry level position in our Operations group where you will be exposed to all aspects of Airport Management in a hands-on work environment. You will receive extensive training and coaching in this role, and there are opportunities for career growth.

As an Airport Operations Specialist (AOS) you will work closely with Managers and Supervisors to effectively and efficiently perform, maintain and preserve the airport grounds, assets, emergency response, environmental sustainability, safety and security, and public relations.

Duties will include:

Airport Management

- Assist with daily flow of aircraft on apron
- Maintenance of runways, taxiways, aprons, roadways, parking lots and grounds in all weather conditions—including snow removal

Asset Management

- Inspection, maintenance and repair of airport buildings, grounds, roadways, parking lots and infrastructure

Safety and Security Management

- Identify, assess and mitigate potential safety risks and take corrective action as needed according to the Airport Safety Plan

Emergency Management

- Integral part of emergency response team as defined in the Emergency Response Plan

Environmental Management

- Contributes to NAC environmental management programs for habitat, wildlife, vegetation, water and waste management

Relationship Management

- Fosters effective communications with partners, on-site contractors and the general public; responds to inquiries and concerns as needed

Skills and Abilities

We are seeking individuals with a mixed skill set which could include:

- Comfortable working as part of a collaborative team
- Previous experience in a physical, outdoor environment
- Familiar with or experience in carpentry and/or electrical
- Mechanically inclined, or Licensed Mechanic
- Previous experience or comfortable with operating equipment
- Experience using and operating a variety of hand tools
- Fire fighting experience or certification in Airport Rescue and Fire Fighting (ARFF)
- Safety and/or security training/experience
- Previous supervisory experience considered an asset

These are multi-faceted, multi-tasking positions which require individuals to be cross-trained across various disciplines. We are seeking skilled and highly motivated persons with a team-oriented attitude who enjoy working outdoors in an ever-changing environment. If you have the right attitude and a solid work ethic we want to meet you.

Training

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 NAC meets regulations and adheres to safety requirements as well as ensuring that our employees are confident in their ability to be successful in this position.

Shift Schedule

- Spring, Summer and Fall – operating hours 0500 to 0100 – 2 shifts.
- Winter – operating hours 24/7 – potential for 3 shifts.

As the Airport grows there may be a requirement for permanent 24/7 shift operations.

Compensation and Benefits

The Nanaimo Airport offers a competitive salary and generous benefits package, including an Extended Health care plan, BC Medical Services Plan coverage, a Dental plan and RRSP matching. Salary levels for Airport Operations Specialists are negotiable, depending on previous training and experience.



Requirements

- Strong work ethic with a high level of initiative and enthusiasm, and an ability to excel in a fast-paced environment.
- A strong focus on health and safety of self and other airport employees, guests and contractors
- Ability to safely operate heavy equipment, power tools and hand tools.
- 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.
- Basic to mid-level computer skills in an MS Office operating environment.
- Class "5" license with clean drivers abstract and ability to obtain air brakes certification.
- Willing and able to engage in Aircraft Rescue and Fire Fighting training.
- Must be able to obtain an Airside Vehicle Operator Permit (AVOP) and Radio Operator's Certificate – Aeronautical
- Ability to meet Transport Canada security clearance requirements.
- Must be able pass an RCMP records check.
- Agree to work according to the shift schedule described above and sign a Modified Work Agreement.
- Must be able to obtain and maintain a firearms license.
- Must possess a valid passport to travel abroad for training purposes.
- Able to perform duties throughout a 10-hour shift that are highly physical in nature involving walking, bending, lifting and others that require muscular strength.

Application Process

To apply for this opportunity, submit your resume and cover letter in pdf format including why you are a good fit for this position to careers@nanaimoairport.com. Indicate "Airport Operations Specialist" in the subject line of your email. Also include three work-related references and a copy of your current driver's abstract. **Applications will be accepted until 4:30pm on Friday, December 7, 2018.**

We look forward to hearing from you.

