

AIRPORT MANAGER SERIES

PREAMBLE

Classifications for the Airport Manager series will be determined by the activity and/or level of service offered at a specific airport. The airports fall into four groups and are defined as follows:

Group 1

These are emergency use airfields. They represent low use, no support staff, no support facilities and minimal maintenance attention.

Group 2

These are airports with minimal support facilities. They are normally equipped with a combination terminal/warehouse facility; ground to ground, and ground to air HF and/or VHF communications equipment; and emergency runway lights. Runways are normally of 2,500 - 3,000 feet in length.

Group 3

These are airports with terminal buildings, some warehousing, equipment shelters and in some cases, integrated or separate living accommodation. They are equipped with VHF radio and non-directional beacons, permanently lighted and runway lengths of 3,000 - 3,500 feet. Staff at these airports require a good knowledge of Ministry of Transport regulations and standards. Airports in this group handle irregular scheduled aircraft (class 3) and charters (class 4).

Group 4

These airports have full terminal facilities which include living quarters, warehouse offices, ticket sales and baggage and freight handling. They are equipped with VHF radio, non-directional beacon, weather reading facilities and a permanently lighted runway of 4,000 feet or more in length. Airports in this group handle regularly scheduled aircraft (class 2) in addition to irregular scheduled (class 3) and charters (class 4).

AIRPORT MANAGER 1

GENERAL

As Airport Manager of a Group 2 airport, an incumbent is responsible for all services, facilities, personnel, equipment, supplies, enforcement of directives (Department, Ministry of Transport and Department of Communication), all operation and maintenance procedures including security and safety programs.

TYPICAL DUTIES

Directs and/or undertakes minor maintenance of buildings, utilities, runways, taxiways, aircraft parking areas, roads, airfield areas, airfield maintenance equipment, emergency power plans and vehicles, to M.O.T. standards.

Directs and/or undertakes the operation of airport maintenance equipment and vehicles to maintain aircraft maneuvering areas and roads.

Interprets and applies the Air Services Fees Regulations; assesses and collects landing fees and aircraft parking charges, interviews in person and by telephone lessees and other airport users to collect unpaid accounts.

ensures security and proper use of government properties, materials, supplies and equipment, recommends disposal action of those items surplus to site requirements, administers the Airport Vehicle Control Regulation and reports violations to appropriate authorities.

Ensures fire and accident prevention practices are adhered to on-site; directs or operates aircraft crash rescue vehicles and equipment.

Responsible for on-site training in emergency and fire procedures.

Ensures the completion of daily and monthly reports as required by provincial and federal government regulations.

Establishes and maintains good working relationships with the public, airport tenants, aircraft operators and other branches.

Monitors the activities of lessees and contractors to ensure compliance with terms and conditions of airport lease agreements and contracts, administers contracts and approves contractors' invoices of payment.

Develops and recommends amendments to the airport long-range development program including additional and replacement airport maintenance equipment and vehicles.

Performs other duties as assigned.

QUALIFICATIONS

Knowledge, Abilities and Skills

Good knowledge of airport operations.

Ability to make independent decisions.

Ability to organize, allocate and review work of employees.

Ability to establish and maintain satisfactory relationships with the public, private companies and government personnel.

Education, Training and Experience

Grade X education with successful completion of the Airport Manager on-the-job training course.

AIRPORT MANAGER 2

GENERAL

As Airport Manager of a Group 3 airport, an incumbent is responsible for all services, facilities, personnel, equipment, supplies, enforcement of directives (Department, Ministry of Transport, Department of Communications), all operation and maintenance procedures including security and safety programs.

TYPICAL DUTIES

Directs and/or undertakes minor maintenance of buildings, utilities, runways, taxiways, aircraft parking areas, roads, airfield areas, airfield maintenance equipment, emergency power plants and vehicles, to M.O.T. standards.

Directs and/or undertakes the operation of airport maintenance equipment and vehicles to maintain aircraft maneuvering areas and roads.

Interprets and applies the Air Services Fees Regulations; assesses and collects landing fees and aircraft parking charges, interviews in person and by telephone lessees and other airport users to collect unpaid accounts.

Ensures security and proper use of government properties, materials, supplies and equipment, recommends disposal action of those items surplus to site requirements, administers the Airport Vehicle Control Regulation and reports violations to appropriate authorities.

Ensures fire and accident prevention practices are adhered to on-site; directs or operates aircraft crash rescue vehicles and equipment.

Responsible for on-site training in emergency and fire procedures.

Ensures the completion of daily and monthly reports as required by provincial and federal government regulations.

Establishes and maintains good working relationships with the public, airport tenants, aircraft operators and other branches.

Monitors the activities of lessees and contractors to ensure compliance with terms and conditions of airport lease agreements and contracts, administers contracts and approves contractors' invoices of payment.

Develops and recommends amendments to the airport long-range development program including additional and replacement airport maintenance equipment and vehicles.

Performs other duties as assigned.

QUALIFICATIONS

Knowledge, Abilities and Skills

Knowledge of the objectives, functions and related policy and regulations of the department.

Good knowledge of airport operations.

Ability to organize, allocate and review the work of employees.

Ability to establish and maintain satisfactory relationships with the public, private companies and government personnel.

Education, Training and Experience

Grade X education with successful completion of the Airport Manager on-the-job training course and one or more years' experience as an Airport Manager.

AIRPORT MANAGER 3

GENERAL

As Airport Manager of a Group 4 airport, an incumbent is responsible for all services (including Environmental) facilities, personnel, equipment, supplies, enforcement of directives (Department, Ministry of Transport and Department of Communications), all operation and maintenance procedures including security and safety programs.

TYPICAL DUTIES

Directs and/or undertakes minor maintenance of buildings, utilities, runways, taxiways, aircraft parking areas, roads, airfield areas, airfield maintenance equipment, emergency power plants and vehicles, to M.O.T. standards.

Directs and/or undertakes the operation of airport maintenance equipment and vehicles to maintain aircraft maneuvering areas and roads.

Interprets and applies the Air Services Fees Regulations; assesses and collects landing fees and aircraft parking charges, interviews in person and by telephone lessees and other airport users to collect unpaid accounts.

Ensures security and proper use of government properties, materials, supplies and equipment, recommends disposal action of those items surplus to site requirements, administers the Airport Vehicle Control Regulations and applicable Air Regulations and reports violations to appropriate authorities.

Ensures fire and accident prevention practices are adhered to on-site; directs or operates aircraft crash rescue vehicles and equipment.

Responsible for on-site training in emergency and fire procedures.

Ensures the completion of daily and monthly reports as required by provincial and federal government regulations.

Directs and/or undertakes the recording and transmission of required reports under the regulations of the Ministry of Communications including maintenance of required reporting schedules, staff schedules for 24-hour operation and quality control of data reporting.

Establishes and maintains good working relationships with the public, airport tenants, aircraft operators and other branches.

Monitors the activities of lessees and contractors to ensure compliance with terms and conditions of airport lease agreements and contracts, administers contracts and approves contractors' invoices of payment.

Develops and recommends amendments to the airport long-range development program including additional and replacement airport maintenance equipment and vehicles.

Performs other duties as assigned.

QUALIFICATIONS

Knowledge, Abilities and Skills

Knowledge of the objectives, functions and related policy and regulations of the department.

Good knowledge of airport operations.

Ability to organize, allocate and review the work of employees.

Ability to establish and maintain satisfactory relationships with the public, private companies and government personnel.

Education, Training and Experience

Grade X education with successful completion of the Airport Manager on-the-job training course plus a course on environmental weather services reporting procedures.

A number of years experience as an Airport Manager with proven ability as an Airport Manager at a high activity level Northern Airport.