



## North Bay Jack Garland Airport Corporation

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| <b>POSITION TITLE:</b> | <b>Regulatory Compliance Manager</b>  |
| <b>SALARY GROUP:</b>   | <b>Management</b>                     |
| <b>PREPARED BY:</b>    | <b>Airport Manager</b>                |
| <b>PREPARED</b>        | <b>September 3<sup>rd</sup>, 2021</b> |

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### **POSITION SUMMARY:**

Working as part of the management team and reporting to the Airport Manager/AE the Regulatory Compliance Manager is responsible to:

Coordinate and implement the Airport Safety Management System, Airport Security Program, and Occupational Health and Safety in Conjunction with the Airport Manager.

Develop standard operating procedures and maintain manuals associated with the area of responsibilities as assigned.

Develop and implement marketing and communication strategies in conjunction with the Airport Manager.

Manage the web-site, advertisement, and signage program for the airport.

Develops and administers all on-line and theory training for all airport employees.

Coordinates the Airport training program in the following areas: SMS, Security, Workplace Health and Safety, AVOP, Accessibility, Operational Theory programs and other training as required by airport staff and others.

Coordinates and directs, duties related to the routine maintenance and repair of paid parking systems, access control, camera systems, and other 3<sup>rd</sup> party systems.

Coordinate work with contractors and service providers as required.

On call duty manager on a rotational basis and may act as the Airport Manager or Operation Manager during their absences as required.

### **MAJOR DUTIES AND RESPONSIBILITIES:**

- Manages the Airport Safety Management System and Chairs the SMS Committee
- Manage the Airport Security Program and develop security standard operating procedures and Chairs the Security committee

- Manages the Workplace Health and Safety System and co-chairs the Workplace Health and Safety Committee.
- In conjunction with the Airport Manager and the City of North Bay maintains the airport asset management documents.
- Participates on other airport and community committees as requested by the manager.
- Following the Airport's operating policies and procedures, and Transport Canada Certification Standards; he/she maximizes the utilization of staff, equipment, and material in a safe, efficient, and effective manner within budget guidelines.
- Manages staff in accordance to the Collective Agreement and Airport Policies including, disciplinary action; monitoring staff performance; and the preparation of performances evaluations.
- Organize and direct the maintenance service contracts for the life safety and security systems and cleaning contractor.
- Prepare or oversee the preparation of reports and statistics related to areas of responsibility
- Work in compliance with the provisions of the Canadian Aviation Regulations, Canada Labour Code, Canadian Occupational Health & Safety Regulations and other codes, acts, and regulations to maintain a safe working environment.
- Establish and maintain good work relations with City of North Bay, other levels of Government, airport users as well as the community at large.
- Inform the Airport Manager about business activities, potential threats, opportunities, and recommended actions.
- Confers with the Airport Manager to determine priorities and to schedule and assign projects subject to adjustments required to meet emergencies, weather conditions, and traffic.
- Prepares and recommends to the Airport Manager a winter/summer schedule to meet Security requirements and Custodial services provided by contractors.
- Provides input to the Airport Manager for the preparation of the annual operating and capital budgets.
- Reports to the Airport Manager all facilities malfunctions, safety violations, accident and incidents and investigates these as per Airport Policies ensuring that all Corporation, Provincial and Federal accident forms are promptly completed.
- Responds to emergency situations and performs duties as set out in the Emergency Procedures.
- In conjunction with the management team will research and recommend information technology solutions to improve the airport operation.
- In conjunction with the Airport Manager will maintain and help develop Security Manual, Emergency Procedures Manual, Apron Management Plan, AVOP Traffic Directives and associated documents and licenses, Security Standard Operating Procedures, Signage Standards, and various Administration and Operations SOPs in conjunction with the Airport Manager and/or Operations Manager where appropriate.
- In conjunction with the Operations Manager supports facility and fleet operations and maintenance by sourcing material, supplies and maintenance contracts as per the purchasing policy to support area of responsibility.
- Manages AVOP program, including testing and licensing of all airside operators as per the Traffic Directives
- Performs other work related duties as requested by the manager which are not limited by this job description.
- Maintain airport data and information systems; primarily using Microsoft Access and Excel, making amendments and fixing forms when required
- Maintains airport access control and site monitoring systems (CCTVs and associated hardware)

- In conjunction with the Airport Manager develops digital and print format advertising and communication documents, including but not limited to the airport website, advertisements, information banners, directional signage, and production of professional documents.

### **WORKING CONDITIONS:**

- Exposure to ongoing noise related to aircrafts ,maintenance shop, heavy equipment, and facility systems operation
- The airport operates on a continuous basis and the Regulatory Compliance Manager must be available to be on call in the event of airport emergencies and operational requirements; responding within 1 hour.
- Occasional overtime on evenings and weekends to address operational issues.
- Some out of town travel required.
- Need for consistent attention to detail and ability to record and retain such details.
- Commitment to professional development of skills and knowledge necessary for the effective performance of the role in a multi-faceted and cross trained workforce.

### **QUALIFICATIONS: Education, Experience, Skills and Abilities:**

- Post-secondary education in business administration/management or equivalent in airport related fields or programs related to marketing and communications.
- Knowledge of Management Systems and or ISO management standard systems
- Airport Executive Accreditation or Certified Member of IAAE-Canada preferred
- Strong knowledge of policies and standards related to airport operations (TP312 4<sup>th</sup> and 5<sup>th</sup> Editions, ,Canadian Aviation's Regulations (CARs), Canadian Aviation Security Regulations (CASRs), Aerodrome Security Measures (ASM), Canada Labour Code, Advisory Circulars, and the Canadian Occupational Health and Safety Regulations )
- Maintain a valid Driver's License.
- Excellent leadership, public relations, management, communication, and conflict resolution skills are required.
- Ability to work independently and to undertake a variety of tasks and perform them with a minimum of supervision.
- Possess superior Computer skills including familiarity with Microsoft Office, data base software, and other electronic data collection and communication systems.
- Possess a highly capable knowledge of Information Technology systems, communication hardware, and connectivity. (Computers, camera systems, access control systems, wireless systems, networking, etc.)
- Possess a basic knowledge of program coding languages; such as HTML, VBA, Microsoft Access and Excel.
- Ability to maintain confidentiality.
- Ability to cope with stress levels associated with working in emergency and high security situations.
- Exemplary customer service skills
- Incident and/or system auditing experience: investigations, corrective actions, quality control and quality assurance.
- Horizontal linkages to other relevant governmental levels, airport associations and service providers, as well as, the private sector.

### **PERSONAL SUITABILITY:**

Resourceful, self-motivated, solid team player  
Mental and physical fitness to perform essential job functions.  
Highly developed interpersonal skills.

**LANGUAGE:**

Excellent use of verbal and written English

**OTHER REQUIREMENTS:**

\*A Criminal Records Check is required in advance of starting employment in this position. Please contact the Police Services for your residential location for information on how to obtain a Criminal Records Check.\*

Qualified candidates should submit their résumé in confidence by Monday October 15th, 2021 at 4:30 PM to:

**Airport Manager/AE**

**North Bay Jack Garland Airport Corporation**

**50 Terminal St., Suite 1, North Bay, ON Canada P1B 8G2**

**or by e-mail [airportmanager@yyb.ca](mailto:airportmanager@yyb.ca)**

Any application received after this deadline will not be considered.

The North Bay Jack Garland Airport Corporation is dedicated to maintaining a fair and equitable work environment, and welcomes submissions from all qualified applicants. All applicants are thanked for their interest in this position. Only those selected for an interview will be contacted.