

Manager of Airside/Groundside Services



Posting Date: Tuesday, April 15, 2025

Closing Date: Friday, May 2, 2025

Located in the heart of the Niagara region, the Niagara District Airport is situated between Niagara Falls, St. Catharines and Niagara-on-the-Lake, providing a link to world-renowned theatres, festivals, wineries, restaurants, golf courses, and casinos. We have a 5,000 foot runway NAV CANADA on site, and Avgas and Jet Fuel refueling available. We are host to wide variety of aviation activities, including flight training, general aviation, tourism flights, private charter, military and rotary wing operations.

We are currently seeking a safety and team-oriented individual to join the team as **Manager of Airside / Groundside Services**. Reporting to the Chief Executive Officer, the Manager oversees the safe and efficient operation of Niagara District Airport. This position is a full-time role, 40 hours per week, commencing immediately. It includes a full benefits package and inclusion in the OMERS pension plan. Annual salary range is from \$75,000 to \$90,000, commensurate with experience.

PRIMARY RESPONSIBILITIES

- Support the safe and efficient operations of the facility. This includes the review, amendment and distribution of airport operational manuals, including (but not limited to) the: Airport Operations Manual; Wildlife Control Plan; Emergency Response Plan; and Safety Management Systems Manual, among others.
- Plan and manage capital projects, including procurements and provision of input into planning, budgeting, and forecasting processes.
- Coordinate, and manage airport operations staff, which includes airside and groundside activities.
- Liaise with numerous stakeholders on and off site, including Transport Canada, NAV Canada, other airports and industry groups.
- Monitor airport standard operating procedures, and the general day to day maintenance of the facility.
- Ensure the adherence of all operations to Niagara District Airport and other Federal policies and programs.
- Monitor and manage compliance with Canadian Aviation Regulations (CAR's), and Airport Zoning Regulations.
- Manage winter operations, includes need to monitor and report runway conditions, and manage snow removal operations both airside and groundside.
- Oversee airport security and control programs. Provision of Airport Vehicle Operators Program (AVOP) training and testing that will lead to the issuance of licensing for driving on aircraft manoeuvring areas.
- Respond to complaints from staff, air operators, tenants, and the general public.
- Working with the Operations/SMS Coordinator on incident/accident investigations and determining recommendations for corrective actions.
- Preparation of staff reports for the Chief Executive Officer and the Airport Commission.

QUALIFICATIONS

- Post-secondary education; with a Certificate or Diploma in Aviation Management, or accreditation by the International Association of Airport Executives (IAAE), being considered an asset
- An equivalent combination of schooling, training and experience will be given consideration.
- Preferably five (5) years direct experience in airport operations, airline operations or other related fields of airport management.
- Minimum two (2) years experience directly leading people.

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- Superior interpersonal skills, able to interact with all levels in a professional, positive manner.
- Solid leadership ability managing, coaching and developing direct reports.
- Able to influence, collaborate and negotiate cross functionally, as well as with external stakeholders to achieve results.
- Proficient with Microsoft Office suite of products.
- Excellent time and project management, organized, possessing a solid ability to plan and follow up.
- Valid Class 'G' drivers license is required, DZ would be considered an asset.
- Ability to be on standby with the airport as and when required.

We offer a competitive benefits package, a defined pension plan, access to an Employee Assistance Program (EAP), as well as a salary that is competitive based on the successful candidate's qualification.

Qualified candidates are asked to forward their resume in confidence to:

SUBJECT: Recruit – Manager of Airside / Groundside Services

EMAIL: info@niagaradistrictairport.ca

We thank all applicants for their interest, but only those selected for an interview will be contacted.