



TOWNSHIP OF ALGONQUIN HIGHLANDS JOB DESCRIPTION

POSITION: Airport Manager
DEPARTMENT: Airport
LOCATION: Haliburton/Stanhope Airport
REPORTS TO: Chief Administrative Officer

PURPOSE

The Airport Manager conducts all day to day aspects of airfield operations to the satisfaction of the Township and in accordance with Transport Canada and Canadian Aviation Regulations. The Airport Manager is also responsible for the overall promotion and marketing of the Airport.

RESPONSIBILITIES

- Reports to the Chief Administrative Officer and is a member of the Senior Management Team.
- Ensures that aircraft operation areas and other facilities are inspected in accordance with generally accepted practices. Any hazards or deficiencies identified during any inspections are either rectified or reported to the Sault St. Marie Flight Service Station by NOTAM.
- Keeps a record of aircraft movements and activities during attended hours and submits reports to the Township on a monthly basis.
- Provides fuel sales during the attended hours and makes arrangements for after hour sales. The Manager deposits all fuel receipts directly with the Township, and supplies all information on fuel sales to the Township Treasurer. The Manager maintains records of all fuel sales and inventory and conducts inspections as required under the *Technical Standards and Safety Act* or other applicable legislation.
- Ensures the terminal building is cleaned and maintained to the satisfaction of the Township.
- Ensures the runway and other aircraft movement areas are maintained to Transport Canada and Ministry of Transportation Ontario standards and to the satisfaction of the Township including, without limiting the generality of the foregoing, replacing burnt-out runway lights, keeping the wind indicator in good repair, sign maintenance, runway markers, weather system and fuel software. The Manager maintains with the approval of the Township, a supply of replacement items as required above at the expense of the Township.

- Performs regular grounds maintenance e.g.: shoveling, spreading sand, building maintenance where required, garbage control etc.
- Directs aircraft to a suitable tie down area and collects fees as directed by the Township.
- Responds to all inquiries relating to runway conditions, communicates with incoming aircraft and responds to requests for service outside regular hours.
- Supervises and controls access to persons and vehicles to Airport property and provides, at all times, for the safety and welfare of the flying and non-flying public.
- Maintains a complete record or library of the following:
 1. Airport operating and maintenance manual;
 2. As constructed plans for the Airport and any associated equipment.
- Meets and enforces all requirements of the Canadian Aviation Regulations and all applicable legislation.
- Works in compliance with the provisions of the *Occupational Health & Safety Act* to maintain a safe working environment.
- Submits a monthly report to Council containing up-to-date information/activities regarding the following:
 1. Health and Safety
 2. Administration
 3. Advertising/Public Relations Initiatives
 4. Airside Activity
 5. Groundside Activity
 6. Take Offs and Landings Statistics
 7. Fuels Sales
 8. Website Statistics
 9. Upcoming/Planned Activities
 10. Fuel Sales Comparison
 11. Recommendations
- Prepares the annual budget and work plan for the Airport and submits to the Treasurer for presentation to Council.
- Investigates any relevant funding initiatives for Airport development projects.
- Is a member of the Airport Committee in a resource capacity (not a voting member).
- Represents the Township at official and promotional functions as required in a professional manner. The Manager must ensure the public is fully aware that the duties are being performed on behalf of the Township of Algonquin Highlands.
- Undertakes a variety of advertising and promotional initiatives.

- Works collaboratively with the tourism community within the Haliburton Highlands to promote the Airport.
- Assists the CAO and Council with implementing the 2014 Land Use and Development Plan initiatives as identified and approved by Council.
- Acts as a liaison between the Township and its contractors and engineers throughout various development projects at the Airport.

HOURS OF WORK

Normal hours of work are 9:00 a.m. to 4:00 p.m., Wednesday through Sunday. Hours/days of work may vary seasonally. Extra time may be required to complete tasks, attend events and meet deadlines, etc. during certain times of the year. Overtime shall be accumulated in accordance with Township policy and approved by the CAO.

WORKING CONDITIONS

Work is performed in a normal office environment. Frequent ground and air side work is required. The Manager is permitted reasonable absences from the Airport during attended hours for the purpose of carrying out duties required. Extended absences may be permitted with the prior approval of the CAO provided alternate arrangements can be made for attendance of the Airport.

EDUCATION

- A related post secondary education or community college diploma in Aviation Management or a related mix of education and experience.
- Willingness to obtain fuel-handling certificate.

KNOWLEDGE AND SKILL

- Minimum of two (2) years in an Aviation Management position or demonstrated experience.
- Significant demonstrated management experience and understanding of local government and airfield operations.
- Excellent interpersonal, project/time management, organizational, analytical, communication and presentation skills.
- Proficiency in the Office Suite of products or equivalent.
- Current working knowledge of websites and various forms of social media.
- Basic understanding of advertising, marketing and public relations.