

### **Job Description**

We are expanding and have created a new permanent full time position of Director of Operations to manage the daily airport operations, construction projects and corporate fleet for our locations, main base is located at Peterborough Airport.

### **Duties and responsibilities**

Duties of this position include and are not limited to:

- Securing construction contracts, and projects within the defined scope of work and expertise of The Loomex Group
- Creating a monthly staff schedule, winter and summer grounds maintenance schedule
- Manage all matters related to the fleet to ensure and reinforce that a safe, environmentally sensitive and cost-effective operation is achieved and maintained;
- Daily staff management and training programs
- Manage all matters related to the facilities to ensure and reinforce that a safe, environmentally sensitive and cost-effective operation is achieved and maintained
- Communicate and report regularly to senior management to demonstrate that the operations are providing the best valued solutions to support the company's contract;
- Assist initiatives to support the business development of the company
- Oversee technical operations management including but not limited to: fleet performance, incident review, repairs & maintenance, facility repairs & maintenance, computer-based maintenance programs (Fleetsoft), capital expenditures & our fleet renewal program including new purchases, all in compliance with relevant legislation
- Ensure workplace health & safety and requirements are followed
- Planning, organizing, and directing the work of the department to meet objectives with the most efficient use of personnel, facilities and equipment
- Develop annual Fleet life cycle capital plans based on user requirements and through analytical evaluations of existing fleet vehicles and equipment.
- Ensuring the adherence to the Airport Inspection Program and Safety Management System (SMS) regulations
- Professional presentation and interaction with Airport tenants, employees, customers, and industry representatives
- Initiate emergency response/activation of Airport Emergency Response Plan. May be on-call in the event of an airport emergency. Provide assistance and support for distressed or disabled aircraft and assist in emergency operations by providing first aid, operating rescue equipment, operating radio, providing information, and notifying fire and other emergency services
- Monitoring of airside and groundside operations, providing Unicom advisories to air traffic, and escorting persons/vehicles airside
- Ensure Airside safety and security through the performance of airfield/runway inspections and wildlife inspections and control.

### **Qualifications**

- Aviation Knowledge/ Airport Operations
- TP312E course or equivalent experience
- Restricted Radio Operators Certificate (ROC-A)
- IAEE – CM or AAE Accreditation
- Valid Driver's License with Clean drivers' abstract
- AZ and DZ Driver's License are an asset

- Pilot's license is an asset
- Level 2 Criminal Record Check required
- Minimum Post Secondary Degree/Diploma and/or 5 of years of combined equivalent work experience and education
- Minimum 5 years of experience in equipment, life cycle analysis, heavy and light fleet specifications, managing vendors, spreadsheets, standby emergency generators and fuel systems or comparable
- Minimum 5 years of experience in People Management (direct report or cross-functional)
- Excellent command of the English language, written and oral, additionally languages spoken are an asset
- Knowledge of health and safety regulations and practices
- Maintain up to date knowledge of current Ministry of Transportation regulations and practices

### **Working conditions**

Work is performed in both an office environment and outdoor environment, employee shall be exposed to those conditions normally encountered in a fleet and facility operations. Physical demands are medium, consisting primarily of driving, sitting, standing, and walking.

The Company has multiple locations within Canada, depending on business needs and financial requirements, the Employee may be transferred or requested to travel to another location as required. In the event of a transfer, the Employee will be provided advanced notice to support a successful transition.

### **Application**

Please submit all cover letter and resumes to Sherry Hill, [shill@loomex.ca](mailto:shill@loomex.ca) by September 29, 2019. Only those who qualify will be contacted for an interview. Thank you for your interest!