



Position Title: **Superintendent of Safety & Compliance**

Application Deadline: **April 27, 2018**

## **WHO WE ARE**

The Prince George Airport Authority (PGAA) is a not-for-profit corporation focused on operating with safe, secure, environmentally responsible, and economically sustainable practices and contributing to regional economic development. As a National Airport System (NAS) airport, the Prince George Airport is considered essential to Canada's air transportation system.

The PGAA team is a diverse group that takes pride in our work. We're looking to welcome a new team member who is innovative, fun, and has a drive for continuous improvement.

## **THE OPPORTUNITY**

We have a permanent, full-time opportunity for a Superintendent of Safety & Compliance. Reporting to the Regulatory Compliance Manager, the successful candidate will be an expert in Safety Management System (SMS) implementation, compliance auditing, and the application of applicable health, safety, security, and environment regulations and best practices.

## **KEY RESPONSIBILITIES**

Superintendents are accountable to ensure the day-to-day operations of their assigned area of responsibility are managed in a safe, secure, effective, efficient, environmentally friendly, and economical manner. Superintendents are content experts in their field and leverage their knowledge and experience to assist and support the airport management team in the operation of the airport to meet the Prince George Airport Authority goals, objectives, and business strategies.

- Guide and facilitate the effective use of assigned resources on a daily basis.
- Supervise employees, including training, orienting, career development, and conducting employee evaluations.
- Plan, implement, supervise and evaluate projects as required.
- Assign work to individuals and teams.
- In cooperation with other team members, lead the drafting, delivery and administration of the PGAA Safety Management System.
- Complete computer and paper based work orders, forms and other reports as required.
- Oversee and maintain programs in their assigned area of responsibility.
- Develop training programs and evaluate the effectiveness of training; work towards the continuous improvement of training programs in their area of assigned responsibility.
- Ensure accurate records are maintained and generate reports.
- Ensure and maintain compliance with legislation, regulations, and PGAA policies.

- Are responsible for ensuring the regulatory requirements for airport certification are maintained for their area of responsibility.
- Minimize damage to life and property in emergency situations by providing effective fire suppression activities in the event of an aircraft crash, aircraft fire or other emergency on airport property or surrounding area and to provide first aid as required.
- Operate firefighting apparatus to combat aircraft fires on airport property and surrounding area.
- In cooperation with other team members, lead the drafting, delivery, administration oversight of the Airside Vehicle Operator's Permit (AVOP).
- Administer Aeronautical Radio Operator examinations.
- Work safely and actively towards creating and maintaining a safe work environment by ensuring compliance with occupational health and safety regulations, the Canada Labour Code, the airport Safety Management System and other airport policies and procedures.
- Emphasize and demonstrate the importance of safe operating procedures and accident prevention at all times.
- Perform other assigned or related duties.

## KEY QUALIFICATIONS

- A post-secondary degree/diploma in airport operations, occupational health & safety, or an equivalent combination of experience/education.
- Strong ability to communicate effectively in verbal and written English.
- Strong organizational skills.
- Possess working knowledge of applicable legislation, regulations, company policies and industry practices with respect to SMS, OSH, security, and environment.
- Possess superior computer skills with advanced level knowledge in spreadsheet, database, and word processing software applications as well as custom applications as required.
- Strong demonstrated ability in record management and working knowledge of document management software/practices.
- Be able to obtain and maintain a Transport Canada security clearance.
- Be able to obtain and maintain a Aeronautical Radio Operator's license and a Prince George Airport Vehicle Operator's Permit.
- Be able to attain Examiner designation for Radio Operators Permit.
- Obtain and/or maintain CAR 303 Aircraft Firefighter certification.
- Possess a BC Class 3 Driver License with air brake endorsement.
- Desirable:
  - experience with training programs and creation of lesson plans;
  - quality systems auditing training; and
  - airport experience.

To apply: send a cover letter and resume to [hr@pgairport.ca](mailto:hr@pgairport.ca) . Be sure to specify "Superintendent of Safety & Compliance" in the subject line.