

We're looking for a **Director of Operations** to join our team!

About Us

The Prince George Airport Authority (PGAA) is made up of a team of diverse people who are proudly working together to connect Northern BC to worldwide destinations. With a commitment to safety first and foremost, our team is dedicated to enhancing our region by providing an excellent airport experience while driving economic growth.

We acknowledge that the work of the Prince George Airport Authority takes place on the unceded, traditional territory of the Lheidli T'enneh. We acknowledge the need for meaningful consultation with Indigenous communities and the Prince George Airport Authority is committed to working towards meaningful reconciliation.

As an employer with a long history in our region, Prince George Airport Authority strives for a respectful workplace that reflects the diversity of the communities we serve. We support the Employment Equity Act and take measures to ensure fair employment practices and treatment of employees across our organization. We welcome applications from all qualified candidates, including women, Indigenous peoples, persons with disabilities and members of visible minorities. We encourage applicants to self-identify with a designated group(s) to support our team in filling gaps in areas where we can be more diverse. We are also happy to provide reasonable accommodation throughout the selection process and while working at PGAA.

About The Role

As a key member of PGAA's senior leadership team, the Director of Operations provides strategic direction and oversight for all airport operational functions. Reporting directly to the President & CEO, this role ensures the safe, secure, efficient, and sustainable operation of the airport through high-level planning, policy development, and leadership.

This position is fundamentally about leading people. The Director is responsible for cultivating a high-performing, collaborative, and safety-focused operational team. Through direct leadership of the Operations Management team, the Director ensures that teams are empowered, supported, and aligned with PGAA's values and standards. The role demands a strong commitment to mentorship, accountability, and fostering a workplace culture built on trust, respect, and continuous improvement.

The Director oversees infrastructure planning, project delivery, operational budgeting, and regulatory compliance. A key part of the role includes emergency preparedness and response, ensuring that safety programs and emergency response services are fully integrated into operational readiness.

Regular reporting to the President & CEO includes updates on operational performance, risks, and strategic progress, along with ensuring consistent implementation and monitoring of PGAA policies across all operational areas.

Key Responsibilities

Strategic Leadership

The Director of Operations sets the strategic direction for airport operations, ensuring alignment with PGAA's corporate objectives. This includes leading long-term planning efforts, guiding cross-functional initiatives to improve efficiency and sustainability, and overseeing the development and implementation of operational policies and performance metrics. A key part of this leadership is fostering a culture of safety, collaboration, and continuous improvement across all operational areas. The Director is expected to model integrity, professionalism, and accountability, and to inspire high performance through clear communication, trust-building, and shared purpose.

Oversight & Management

This role provides direct leadership to the Operations management team, ensuring their teams are well-supported, empowered, and aligned with PGAA's standards. The Director is responsible for cultivating a positive and inclusive work environment, where staff are engaged, supported in their development, and held to high standards of performance. Seamless coordination between operational and safety functions is essential to maintaining regulatory compliance and certification. The Director also establishes and monitors key performance indicators to ensure operational excellence and accountability throughout the organization.

Infrastructure & Project Delivery

The Director leads the planning and execution of infrastructure upgrades and operational projects. This includes managing procurement processes, overseeing contractor performance, and ensuring that all projects meet strategic goals, budget expectations, and regulatory requirements. The role demands a hands-on approach to project governance and operational readiness.

Budgeting & Financial Stewardship

Responsible for preparing and managing both operational and capital budgets, the Director ensures financial plans are aligned with strategic priorities. The role includes monitoring expenditures, evaluating cost-effectiveness, and ensuring resources are deployed efficiently to support safe and reliable airport operations.

Safety, Regulatory Compliance & Emergency Response

Maintaining compliance with federal, provincial, and municipal regulations—including those from Transport Canada, ICAO, and the Canada Labour Code—is a core responsibility. The Director oversees the implementation of safety programs and regulatory frameworks, and plays a key leadership role in emergency preparedness and response. This includes ensuring that emergency services, including ARFF, are fully integrated into operational planning and readiness.

Qualifications

- Commitment to safety as a priority.
- Post-secondary degree in aviation management, business administration, engineering, or a related field
- Minimum 10 years of progressive leadership experience in airport or technical operations
- Proven experience in strategic planning, team leadership, and regulatory compliance
- Strong financial acumen with experience managing budgets of varying sizes.
- Exceptional communication, negotiation, and stakeholder engagement skills
- Demonstrated ability to lead cross-functional teams and drive organizational change
- Ability to obtain and maintain Transport Canada Security Clearance and other required certifications

Hours of Work

Based on a 35-hour work week, this position supports our core business hours Monday through Friday, with the understanding that there may be times of increased demand within the role driven by operational needs.

What We Offer

- A safe and respectful workplace
- Long-term career potential in a stable work environment
- Learning and development opportunities
- Flexible work arrangements
- A comprehensive Total Rewards compensation package

How To Apply

To apply for this position, please forward your resumé, in confidence, to hr@pgairport.ca with ***"Director of Operations"*** in the subject line.

We are happy to provide reasonable accommodation throughout the selection process. If you require accommodation at any point throughout the selection process, please email hr@pgairport.ca.

Applications will be accepted until the position is filled. The initial review of applications will begin immediately. *We thank all applicants for their interest, however, only those selected for further consideration will be contacted.*