

CAREER OPPORTUNITY

JOB TITLE:	Airport Safety Programs Auditor – Two (2) Positions
COMPETITION No.	W2017-003
TERM:	Three (3) Year Term (Full-Time) (Closing February 17 th 2017)
RESPONSIBLE TO:	Director, Airports
DIRECT REPORTS:	None

ABOUT WASCO:

Winnipeg Airport Services Corp. (WASCO) is a wholly-owned subsidiary of the Winnipeg Airports Authority that provides quality airport operations, management, facility maintenance and technical services to Canadian Airports.

WASCO has been retained by the Government of Nunavut, to develop, implement and manage the Safety Management System (SMS) and Quality Assurance Program (QAP) for twenty-four certified and registered airports. All airports are northern and remote airports that service daily scheduled/charter air services and are a vital link of goods and critical services to each community in which they serve.

This three-year term contract will include all daily Safety Management System activities, monthly reporting to Regional Managers and quarterly reporting to the Accountable Executive. The program also includes a full Quality Assurance Program audit of the airport operations and physical characteristics in accordance with Transport Canada regulatory requirements per the Canadian Aviation Regulations.

OPPORTUNITY OVERVIEW:

Reporting to the Director, Airports with technical supervision from the Director, Corporate Development the team of two Airport Safety Programs Auditors are responsible for the preparation, execution and reporting of QAP audits compliant to the Canadian Aviation Regulations and industry best practices.

Acting independently from the WASCO Safety Management Systems team, the Audit team will perform physical airport infrastructure audits, local airport staff interviews, documentation audits and process audits for each airport under contract to WASCO, which includes but is not limited to the twenty-four Nunavut Airport sites. The audits will be performed over a three-year cyclical period in accordance with Transport Canada regulatory requirements per the Canadian Aviation Regulations.

RESPONSIBILITIES:

- Promotes and exhibits a cooperative and collaborative environment that fosters a safety culture with clients, airport staff and stakeholders during audits and site visits
- Under the technical supervision of the Director, Corporate Development prepares a QAP audit process compliant with Transport Canada regulatory requirements and industry best practices

- Executes, as an independent audit team, physical, operational, documentation and process audits on-site at northern and remote airport locations
- Executes physical audits of all regulatory airport infrastructure, equipment and installations including but not limited to: runways, taxiways, aprons and ground-based navigational aids
- Executes operational audits of airport activities including but not limited to: the airport emergency response plan, wildlife management plan and winter maintenance plan
- Executes documentation audits of all regulatory documentation, including but not limited to: the airport operations manual, safety management systems, emergency response plan, wildlife management and airport training programs
- Executes process audits of the approved SMS program including hazard reporting, root cause analysis, risk assessment, corrective action plans, hazard trending and risk mitigation
- Interacts productively and collaboratively with local Airport Maintainers and other Government of Nunavut staff during the collection of information and during the on-site portion of the audit
- Prepares detailed reports of each QAP audit, including but not limited to: detailed regulatory checklists, sampling logs, interview reports, documentation summaries and findings summaries
- Prepares and delivers report to Airport staff, Regional Managers and the Accountable Executive
- Promotes a customer service culture to the team in the delivery of services to clients
- Respectfully, collaboratively and effectively communicates with clients, staff and management

SKILLS AND QUALIFICATIONS:

- Bachelor's degree in Aviation Operations or Aviation Management, Quality Assurance Auditing or related degree or three (3) year advanced diploma
- A minimum of four (4) years' experience in aviation operations, management or auditing
- Strong knowledge of Canadian Aviation Regulations, Safety Management Systems and Transport Canada Aerodrome Standards and Recommended Practices (TP312)
- Demonstrated knowledge and experience in Quality Assurance Program and auditing
- Experience in an ISO environment and familiarity with auditing techniques and practices
- Ability to work in dynamic work environment with changing priorities
- Ability to work independently in a remote location with minimal supervision
- Must retain and maintain Restricted Radio Operators Certificate (ROC-A)
- Must retain and maintain Transport Canada security clearance (Restricted Area Identity Card)
- Posses a high degree of proficiency with Microsoft Office products (including Word, Excel, PowerPoint, Outlook and Access)
- Computer literate and able to learn new programs and software systems
- Customer service and business development oriented

WORKING CONDITIONS:

Based out of the WASCO corporate offices at the Winnipeg Richardson International Airport, the audit team will be required to frequently undertake physical audits at northern and remote airport locations.

Please direct all inquiries and applications including resume and cover letter to info@wasco.ca referencing competition no. W2017-003.