

CAREER OPPORTUNITY

JOB TITLE:	Airport Safety Programs Technician
COMPETITION No.	W2017-004
TERM:	Three (3) Year Term (Full-Time) (Closes February 17 th 2017)
RESPONSIBLE TO:	Manager, Airport Safety Programs
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 directly to the Manager, Airport Safety Programs, the Airport Safety Programs Technician is responsible for the secure, organized and effective collection, processing, analysis, retention and retrieval of data obtained from airport sites as part of the SMS program. Data includes, but is not limited to: forms, reports, operating procedures, engineering/technical reports, safety reports, correspondence and project management files.

The Airport Safety Programs Technician works collaboratively with the SMS team to collect and process data and subsequently works with the QAP team to retrieve requisite data for auditing purposes. The Airport Safety Programs Technician will also work within the SMS software program to assimilate the data for integration into the system and hazard trending, process tracking and reporting purposes.

RESPONSIBILITIES:

- Promotes and exhibits a cooperative and collaborative environment that fosters a safety culture with Airport Maintainers and other Government of Nunavut Airports staff
- Under the direction of the Manager, Airport Safety Programs is responsible for the efficient and effective management of all data collected as part of the SMS and QAP programs

- Participates and contributes as a member of a growing team of aviation SMS professionals
- Administers a document control system, a core component to the SMS and QAP programs
- Assists in the development of SMS program forms, reports and other templates for use by local Airport Maintainers and other Government of Nunavut staff
- Interacts productively and collaboratively daily with local Airport Maintainers and other Government of Nunavut staff to collect, review, and analyse reports and other data
- Utilizes SMS software systems to assimilate collected data for later use by the SMS team as part of hazard analysis and reporting
- Analyses data for hazard trending and analysis for risk mitigation
- Supports the Airport Safety Programs Coordinators in the drafting of corrective action plans
- Assists the Airport Safety Programs Coordinators and Manager, Airport Safety Programs in the preparation of reporting for Airport Maintainers, Regional Managers and Accountable Executive
- Supports the Airport Safety Programs Auditors through the retrieval and consolidation of data required to support the QAP audit process
- Supports the Airport Safety Programs Auditors in the delivery of detailed QAP audits
- Promotes a customer service culture to the team in the delivery of services to clients
- Prepares, submits and presents technical reports to the Manager, Airport Safety Programs
- Respectfully, collaboratively and effectively communicates with clients, staff and management

SKILLS AND QUALIFICATIONS:

- Degree or diploma in Aviation Operations or Aviation Management or related
- Experience in aviation operations, management or safety
- Knowledge of Canadian Aviation Regulations and Safety Management Systems
- Extensive knowledge of managing database systems, data processing, document management, and data analysis
- Ability to work in dynamic work environment with changing priorities
- 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 with familiarity with wide-variety of database software systems (i.e. Q5SMS)
- Customer service and business development oriented

WORKING CONDITIONS:

Based out of the WASCO corporate offices at the Winnipeg Richardson International Airport, the Airport Safety Programs Technician may be required to travel to airport sites and client offices.