

CAREER OPPORTUNITY

JOB TITLE:	Airport Safety Programs Coordinator – Two (2) Positions
COMPETITION No.	W2017-002
TERM:	Three (3) Year Term (Full-Time) (Closing 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 team of two Airport Safety Programs Coordinators are responsible for the delivery and on-going administration for the SMS for Airports under contract to WASCO, including but not limited to the twenty-four Nunavut Airports.

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 executes a SMS program in compliance with Transport Canada regulatory requirements and industry best practices
- Participates and contributes as a member of a growing team of aviation SMS professionals
- Assists in the development of SMS program forms, reports and other templates for use by local Airport Maintainers and other Government of Nunavut staff
- Oversight and administration of individual SMS for each airport assigned commensurate with the size, scale and complexity of each operating environment

- Interacts productively and collaboratively daily with local Airport Maintainers and other Government of Nunavut staff to collect, review, and analyse reports and other data
- Inputs collected forms, reports and data into SMS software and identifies hazards for additional analysis, reporting and mitigation
- Identifies hazard trends and recommends appropriate mitigating solutions for implementation by the Regional Managers, Government of Nunavut and Accountable Executive
- Manages the hazard registry for each airport under their administration, and where applicable a consolidated hazard registry greater airport regions
- Working collaboratively with Airport Maintainers and Regional Managers, identifies root cause analysis and drafts corrective action plans
- Participates in the execution of Hazard Identification Risk Assessments per the approved SMS
- Assesses historical and technical data for trends related to hazards, events and occurrences and identifies solutions for risk hazard mitigation as part of a continuous improvement program
- 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:

- Bachelor's degree in Aviation Operations or Aviation Management or related degree or three (3) year advanced diploma
- Two (2) years' experience in aviation operations, management or safety
- Proven experience engaged in an aviation Safety Management System
- Strong knowledge of Canadian Aviation Regulations, Safety Management Systems and Risk Management
- Understanding of a how to develop, implement and manage a Safety Management System
- 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 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 Airport Safety Programs Coordinator may be required to travel to airport sites and client offices.