



Employment Opportunity

Position: Airport Services Manager – Dease Lake Airport
Location: Dease Lake, BC
Closing Date: Until filled

TNDC Airport Services is the Contract Airport Operator of the Dease Lake Airport (CYDL) and provides oversight, maintenance, and direction of CYDL on behalf of the Stikine Airport Society (SAS). TNDC Airport Services also supplies ground services and support for aircraft such as de-icing, baggage handling and re-fueling. We are seeking a leader who will ensure the smooth operation of the airport and delivery of services in addition to maintaining positive customer relationships. A high level of organizational, administrative and communication skills are essential for this role.

Responsibilities

Reporting to the Regional Services Manager or designate, responsibilities include, but are not limited to:

- oversight and direction of TNDC personnel carrying out Airport Services at the Dease Lake and Bob Quinn Airports
- liaison between TNDC, clients, various regulators, and respective airport societies
- ensure efficient delivery of services and contract compliance
- management of airport equipment and building maintenance
- develop and grow Airport Services by encouraging and providing logistical support to all aviation companies
- management of training programs and records
- management of commercial terms for billing, reconciliation of costs, equipment hourly times, bill-backs, retail sales, rentals, etc.
- ensure timely reporting where required such as NOTAM, aircraft, and passenger movements, TNDC HSE reporting, Air carrier reports (as required), SAS reports (as required), Transport Canada reports (as required) and Nav Canada reports (as required)
- learn and gain satisfactory proficiency for all Airport Services roles in ground services and terminal services to ensure understanding and provide back-up
- represent TNDC during audit programs and drive the corrective action process
- attend toolbox, safety and other meetings or discussions as required; participate in any other specified training
- adhere to relevant company procedures and policies
- other duties as required

Qualifications and experience

- successful completion of a post-secondary program in a field related to the position or an acceptable combination of education, training and/or experience
- a minimum of three years of experience in an administration or coordination role with exposure to human resources
- advanced proficiency of computer applications including MS Office (Outlook, Word, Excel)
- excellent organizational, administrative, communication and interpersonal skills
- able to take direction, follow instructions and adapt to changing priorities and multi-tasking
- a team player that works respectfully and cooperatively with others
- proven commitment to safety, health, and environmental standards

Conditions of Employment

- pass mandatory pre-employment drug and alcohol screening and fitness for work assessment where required
- valid Class 5 driver's license required
- valid Occupational First Aid Certification (OFA) and WHMIS Certification preferred

Please apply to:

Human Resources, Tahltan Nation Development Corporation
Box 250 | IR #9 Hwy 37N
Dease Lake, BC V0C 1L0
Fax: 250.771.5454
Email: jobs@tndc.ca

Only applicants selected for an interview will be contacted. Tahltan members are encouraged to apply.

SAFETY FIRST, SAFETY ALWAYS