



*Kamloops Airport Ltd.  
101-3035 Airport Road, Kamloops, BC V2B 7X1  
Tel: 250.376.3613 fax: 250.376.3935*

## **Posting: Airport Operations Coordinator**

### **Job Classification and Status**

The Airport Operations Coordinator (AOC) role is a regular, full-time position and is covered by a Collective Agreement. The rate of pay is \$33.75/hour.

Reporting to the Airport Operations Manager, the Operations Coordinator position consists of the following:

### **Principal Duties and Responsibilities**

- Assist with project coordination, planning, scheduling, and delivery including preparation of Plans of Construction Operations, NOTAMs, Construction Notices, provision of tombstone data and record drawings, and related project documentation.
- Provides operational support for and participates in regulatory airport programs and policies including Safety Management System, Occupational Health and Safety, Airport Security Program, Quality Assurance Program, Environmental Management Plan, Emergency Response Procedures, Wildlife Management and Winter Operations Plans.
- Administers airport licensing programs including airside vehicle operator permits, restricted radio operators permits and restricted area passes.
- Performs records management, reporting, and data entry for all facets of airport operations using various software programs and paper filing systems.
- Prepares, writes, maintains, and updates reports, documents, and presentations related to airport operations and safety performance.
- Assists in the development, implementation, and maintenance of operational policies and procedures.
- Communicates with the airport community on operational issues including construction progress and impacts, service level disruption and ongoing airport activities using various communication methods including social media.
- Assists with purchasing and contracts by obtaining quotes for provision of goods and services specific to airport operations and preparing related documentation in accordance with corporate procurement guidelines.
- Assists with the development, implementation, and facilitation of training programs related to the Airport Security Program.
- Provides support as required to the Supervisor of Safety and Facilities.
- Assists with winter operations as required by performing runway surface condition reports.
- Maintains airport community relationships by receiving and responding to inquiries from the public and airport community.



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**Position Specifications:**

- Diploma or Degree in Aviation Management or related studies. (A combination of related training and experience will be considered)
- Project Management and Environmental Management training would be considered an asset.
- Experience in airport operating environments would be considered an asset.
- Root cause analysis, corrective action planning, process engineering skills would be considered an asset.
- Proven organizational skills, ability to manage multiple projects, and achieve results.
- Working knowledge of Microsoft Office applications; ability to compile and analyze statistics.
- This work requires a valid driver's license, the ability to obtain a restricted area pass, a restricted radio operator permit, and airside vehicle operator permit.

*To apply for this position, please submit a resume and covering letter to:  
careers@vantageairportgroup.com. The closing date for this position is **October 2, 2017.***