



Where journeys begin.

DEPUTY OPERATIONS MANAGER

The Comox Valley Airport Commission is seeking an experienced professional to join its staff as the Deputy Operations Manager of the YQQ facility.

The Comox Valley Airport Commission (CVAC) is the governing authority for the operation of the Comox Valley Airport (YQQ). CVAC is a federally incorporated, non-profit entity that was established through letters patent in 1996.

CVAC operates civilian aviation facilities at the Comox Valley Airport (YQQ). YQQ is located on Vancouver Island in the Town of Comox at 19 Wing Comox. CVAC's facilities are located on land that is leased from the Department of National Defence (DND).

DND maintains responsibility for YQQ's airfield and associated systems, which are provided for the use of civil aviation at the discretion of DND in exchange for landing fees.

POSITION OVERVIEW

Acting under the direction of the Operations Manager, the Deputy Operations Manager shall be responsible for the safe and efficient day-to-day operations of the Comox Valley Airport civilian facilities. The Deputy Operations Manager shall function, on a rotating basis, as a duty manager with specific responsibilities as assigned by the Operations Manager.

DUTIES & RESPONSIBILITIES

- Have a comprehensive knowledge of Transport Canada and Department of National Defence security regulations. Ensure compliance with all security regulations. Assist with the security clearances for all airport employees.
- Ensure that all operations are conducted in compliance with both provincial and federal safety and health regulations.
- Coordinate yearly emergency response exercises. Act as the airport representative on the Comox Valley Emergency Preparedness committee.
- Assist in ensuring all facility equipment is in satisfactory operating condition.
- Qualify as a Shell fueller and provide back up for the maintenance staff.
- Assist in the training of the airport operations and maintenance staff.
- Support the Operations Manager in management of the operations staff (hiring, evaluation, counseling, and mentoring).
- Act as parking coordinator. Liaise with parking contractor, issue yearly passes, monitor parking revenues, and assess the effectiveness of the parking program.
- Support the CEO, Operations Manager, and Facilities Manager in completing special projects (procurement of new equipment, policy development, data collection and analysis, report writing).



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QUALIFICATIONS

- Post secondary education or college diploma
- Proven management and leadership experience
- Five years of experience in an aviation field
- Superior written and verbal communication skills
- Aptitude for understanding mechanical and electrical systems within our facility
- Knowledge of building and grounds maintenance
- Ability to work both, as part of a team and independently
- Strong decision making skills (logical and decisive)
- Effective computer skills using a variety of software applications (Word, Outlook, Excel Powerpoint and Access)
- Excellent customer service skills

SALARY

Salary for this position is flexible and will be based on the skills and experience of the successful applicant.

HOURS

40 hours per week.

TRAVEL

Some travel is required.

NOTES

All applicants are thanked for their interest in this position; however, only candidates selected for interviews will be contacted.

Successful applicants will be required to obtain a government security clearance.

Please submit your resume and covering letter by 1600 hrs, 30 September 2014 to:

*Operations Manager
Comox Valley Airport
#118-1250 Knight Road
Comox, BC V9M 4H2*

Or via email to info@comoxairport.com

By forwarding your resume you are consenting to the collection and use of your personal information for this job competition. Your information will be kept confidential.