

Aerodrome Supervisor

(Rotational Position / Accommodations Provided / Flights Provided)

Closing Date: April 19, 2018 or when suitable applicant is found

Executive Flight Centre (EFC) has been setting standards in aviation fuel and service for over forty years. Headquartered in Calgary, with operations in both Alberta and British Columbia, EFC offers a diverse range of aviation services to meet the needs of airport users. EFC also offers additional expertise and services to customers throughout Western Canada in the areas of Airport / Aerodrome Services and Aviation Real Estate Development. Our vision is to provide an excellent quality of service to all customers in the Aviation Industry by focusing on Safety, Quality, Consistency and Customer Service.

Our Albian Aerodrome location is seeking an experienced Aerodrome Supervisor to support our diverse operations. This position is a rotational camp position with a four (4) day on and three (3) day off schedule. Flights and accommodations are provided.

Main Functions:

The Aerodrome Supervisor is responsible for supervising the overall day-to-day safe, efficient and timely operations of the CNRL Albian Aerodrome. The Aerodrome Supervisor reports to the Aerodrome Manager and liaises with CNRL and EFC management on all operational matters. This position directly supervises the Aerodrome Leads and Customer Service Agent Leads.

Responsibilities:

- Oversee the safe and efficient operation of the CNRL Albian Aerodrome.
- Ensure EFC meets the operational requirements as outlined in CNRL's Scope of Work and related documents.
- Ensure all regulatory, legislative and industry standards are adhered to, including Transport Canada, Canada Labour Code, Occupational Health and Safety and CNRL's safety and site regulations.
- Ensure compliance with EFC and CNRL policies and procedures, including EFC's SMS, Customer Service, Fueling, Ground Operations Manuals and Employee Handbook, through staff training, guidance and leading by example.
- Establish and maintain proper procedures and guidelines for safety, including handling hazards, concerns, and emergency situations.
- Provide direction, leadership and support to Aerodrome Leads and Customer Service Agent Leads.
- Conduct regular assessments of the passenger and ground handling operations, maintenance of facilities and equipment, fueling and fuel equipment and establish corrective action for any hazards or concerns.
- Ensure the airfield is properly maintained in all weather conditions and all equipment and facilities are in good working order.
- Establish and maintain strong working relationship with Aerodrome users, CNRL and EFC management, and any other key stakeholders.
- Efficiently and effectively respond, direct and analyze CNRL inquiries and concerns.
- Liaise with EFC and CNRL management, facilitating resolution of issues/problems between business units and/or departments.
- Maintain appropriate staff levels to meet requirements of the Aerodrome.
- Facilitate Aerodrome staff recruitment, hiring, terminations, time and attendance and performance management, in conjunction with Human Resources, as required.
- Assist management in preparing and managing annual budgets and control expenditures, working within the parameters of approved budgets.

- Assist management in developing long term personnel, equipment and facility plans for Aerodrome operations.
- Oversee accounting and payroll processes for Aerodrome operations.
- Oversee commuter travel and employee accommodations.
- Document and provide detailed, current records and reports of Aerodrome activities and analyse/report on the daily, monthly and annual key performance indicators.
- Monitor departmental performance against goals to ensure that progress is being made and that corrective action is taken if necessary.
- Provide services after hours on an on-call/as-needed basis.
- General support activities related to Aerodrome Operations.
- Maintain a tidy and orderly work area, exhibiting pride in work performance and contributing to a healthy and safe work environment.
- Ensure exceptional, courteous and respectful customer service through compliance and participation in EFC's Step Up to Customer Service Program.
- Comply with and participate in EFC's Health, Safety & Environment and Quality programs and initiatives.
- Perform any other duties as required.

Qualifications and Experience:

- Post-secondary education in Aviation or business related field is preferred.
- Minimum of five years' experience in the aviation/airport industry, including Aerodrome operations experience.
- Demonstrated supervisory/leadership/management experience.
- Contract, budget and facility management experience is required.
- Valid class 5 driver's license and clean Driver's Abstract. No restrictions permitted.
- Able to meet all required pre-employment and site access screening including, but not limited to, Construction Safety Training System (CSTS), Site Safety Orientation and Drug & Alcohol test.
- EFC and CNRL required theoretical and practical training (i.e. WHIMS, AVOP, etc.)
- EFC on the job training for Aerodrome Operations policies, procedures and practices.
- Proven proficiency with Aerodrome reporting systems and programs.
- Proficient at Microsoft Office, Excel and Word.
- Able to effectively communicate both verbally and in writing.
- Able to deal with people sensitively, tactfully, diplomatically, and professionally at all times.
- Strong problem solving and decision-making skills, including the ability to exercise independent judgment.
- A strong work ethic and positive team attitude.
- Able to work in inclement weather, overtime and extended shifts.
- Highly motivated and able to work with minimal or no supervision.
- Professional, punctual, meticulous and diligent.
- Able to work collaboratively as a productive member of the EFC Team.

Executive Flight Centre offers competitive compensation and a comprehensive benefits package, an incredible work environment, and career advancement opportunities. Please visit our website at <http://www.efcaviation.ca/> for a complete description of our company and to view other career opportunities.

To apply for this position, please send your resume and cover letter to careers4u@efcaviation.ca indicating the position title and location you are applying for in your subject line.

We thank all applicants for their interest in Executive Flight Centre; however, only candidates selected for interviews will be contacted.