

## Radio Operator

**Closing Date:** April 19, 2018 or when suitable candidate 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 Radio Operator to support our diverse operations. This position is a rotational camp position with a fourteen (14) days on and fourteen (14) days off schedule. Flights and accommodations are provided.

### **Main Functions:**

The Radio Operator actively monitors all aspects of assigned flights in coordination with Transport Canada, EFC and customer standards. The Radio Operator is responsible for effective and accurate communication with aircraft and Aerodrome staff. This includes but is not limited to the determination of aircraft status, flight tracking, in-flight communication, weather observation and reporting, and coordination with the Pilot in Command to ensure the safe execution of the flight.

### **Responsibilities:**

- Maintain positive flight following of all aircraft.
- Observe weather and broadcast weather reports and warnings.
- Inform Pilot in Command of all traffic, destination conditions and temporary flight restrictions that may affect safety or completion of the flight, and any other pertinent information.
- Facilitate communication between conflicting aircraft in the vicinity of the Albian Aerodrome.
- Coordinate operational needs for the Pilot in Command as necessary.
- Provide positive control service to all vehicles on the aerodrome manoeuvring area.
- Conduct periodic equipment inspections and routine tests in order to ensure that operations standards are met.
- Complete all official documentation accurately and in a timely manner.
- Build team commitment to high standards of service, exceeding customer expectations and leading by example.
- 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 the Company's Step Up to Customer Service Program.
- Comply with and participate in the Company's Health & Safety and Quality programs and initiatives.
- Perform any other duties as required.

### **Qualifications and Experience:**

- Must be at least 18 years of age or older with high school diploma or GED.
- An aviation background, specifically in a Radio/Cab Operator role (i.e. ATC, FSS).
- Able to meet all required pre-employment screening including, but not limited to; Oil Sands Safety Association Basic Safety Orientation and negative pre-access Drug & Alcohol test.

- Valid ROC –A is required.
- First Aid, CPR, TDG and WHMIS certification would be an asset.
- Valid class 5 driver's license with clean driver's abstract. No graduated licence or restrictions permitted.
- Must have excellent communications skills (both written and verbal).
- Strong customer service and troubleshooting skills.
- Must be able to adapt to camp environment within 90 days.
- Highly motivated and able to work well independently with minimal supervision in a fast paced environment.
- Ability to multi-task and establish priorities in a dynamic and changing environment.
- Proficient with MS Word, Excel, etc.
- Professional, punctual, meticulous and diligent.
- Able to work collaboratively as a productive member of the EFC Team.
- Strong work ethic and positive team attitude.

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](mailto: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.*