MANAGER, EMERGENCY SERVICES AND SAFETY

FULL-TIME | PERMANENT

Regina Airport Authority requires a Manager, Emergency Services and Safety who is responsible for emergency services inclusive of the Firehall, Safety Management System (SMS) program, Quality Assurance (QA) program and the Airside Vehicle Operator Permit (AVOP) program. The position provides guidance and support to the Management team, Airport Operations and other personnel on fire protective services and safety.

The position is a key member of the management team and is accountable for maintaining a positive work environment at the Firehall as well as leading and managing department staff, resources and fire and safety operations.

RESPONSIBILITIES

- While promoting safety awareness, perform all duties with an ownership attitude in compliance with corporate policies and procedures.
- Assist with ensuring appropriate incident command response procedures are carried out in the event of an emergency.
- Perform all duties and responsibilities in a manner consistent with the companies Mission, Vision and Corporate Values.
- Provide leadership, supervision, motivation, and direction to team members such as recruitment, training, development, and performance management including conducting team member reviews and progressive discipline.
- Enhance and promote a "can do" attitude by promoting a safe and healthy work environment and culture through employee engagement initiatives.
- Ensure airport Emergency Services and Airport Rescue Fire Fighting (ARFF) services meet Canadian Aviation Regulations (CARs).
- Oversight of Emergency Services as it relates to afterhours calls and facility issue management, including the development of standard operating procedures.
- Manage and administer programs such as but not limited to the AVOP, ERP, SMS, and QA to meet CARs.
- Develop, coordinate, and execute airport ERP based exercises and training in accordance with CARs.
- Oversee all SMS and QA corrective action plan development and implementation, staff safety training, and maintain the Safety Data Sheets (SDS) database.
- Serve as the SMS Administrator, Chairman of the Occupational Safety Health (OSH) Committee, participate in the Runway Safety Committee, the Airport Airline Operations Committee (AAOC), and advance the overall safety culture on site.
- Champion Airport-wide use of the SMS through presentations, campaigns, and awareness activities.
- Provide regular and timely reporting on Emergency Services and SMS issues to the appropriate RAA Managerial staff by protocol.
- Routinely liaise with partner agencies such as Regina Fire Protective Services and Saskatchewan Public Safety Agency.
- Oversee Fire Hall implementation of off-winter season airfield inspections program inclusive of generating Aircraft Movement Surface Condition Reports (AMSCR) as required.
- Oversee bird and wildlife duties assigned to the Fire Hall.

OUR MISSION

To seamlessly connect people and business to a world of experiences and opportunities.

OUR VISION

To be Saskatchewan's leading travel gateway and business hub.

WHO WE ARE

Exceptional people doing an exceptional job every day through demonstrated operational and customer service excellence.

HOW TO APPLY

Like what you see and think you have what it takes to join our team?

Submit your resume by emailing hr@yqr.ca and quoting the position you are applying for in the subject line.

We thank all applicants for their interest. Only shortlisted candidates will be contacted.

- Monitor and oversee the hot work and red tag permit programs.
- Attend and participate in aviation related airside operations meetings, committees, and conferences as required or directed.
- Develop appropriate policies and procedures.
- Develop, direct, and manage related departments budget.
- Participate in regulatory and corporate prescribed training and development activities.
- Understand and comply with all Corporate Policies and Procedures.

REQUIREMENTS

- Knowledge of or previous experience with National Fire Protection Association (NFPA) 1001 Level 1 and 2 certifications.
- Five (5) years firefighting and emergency management experience or equivalent combination of education and experience would be considered.
- Airport specific experience may be considered an asset but is not required.
- Completion of Incident Command System (ICS) Levels 100, 200, 300, and 400 is considered an asset but is not required.
- Knowledge of Airport Firefighting Training and CARs requirements.
- Aviation related SMS management training and/or experience.
- Knowledge of Acts and Regulations relating to Canadian airports.
- Ability to direct and coordinate response in emergent and non-emergent situations.
- Knowledge of methods, techniques and practices related to the maintenance and inspection of operational equipment used in emergency situations.
- Knowledge of fire detection, alarm and fire suppressions systems.
- Knowledge of the fire inspection process and the ability to monitor and oversee inspections of buildings and property.
- Counselling skills in stressful and pressured situations.
- Knowledge in exercise design, process, development, and implementation.
- Knowledge of command-and-control techniques.
- Must have the confidence and ability to assume a leadership role to rapidly analyze and assess emergent situations.
- Strong communication, organizational and interpersonal skills to professionally manage a multitude of tasks in a customer focused environment.
- Ability to grow and maintain positive professional relationships with corporate departments, key business partners and team members.
- Capable of performing within a transparent work environment where collaborative relationships are encouraged, and varied opinions are respected.
- Critical and logical thinking skills, analysis, and/or reasoning to identify underlying principles, reasons, or facts.
- A self-directed problem solver who can work well both independently and collaboratively within a team.
- Results oriented with the ability to effectively manage multiple priorities and timelines with a strong attention to detail.
- Robust awareness and commitment to a healthy and safe working environment.

- Strong computer skills, including Microsoft based applications.

CONDITIONS OF EMPLOYMENT

- No previous criminal background for which a pardon has not been granted.
- Ability to secure a clear National Criminal Record through Regina Airport Authority's pre-employment background screening process.
- Ability to obtain a Transportation Security Clearance, Airside Vehicle Operators Permit and an Industry Canada Aeronautical Radio Operators Certificate within the prescribed employment probationary period.
- Possession of a valid Saskatchewan Class 5 driver's license or equivalent with a clean driver's abstract.
- Completion of training and development as deemed required by regulations, legislation and the organization within prescribed timeframes for this position.