



LEAD CHANGE AND MAKE AN IMPACT IN CANADA'S BIGGEST CITY



The Toronto Port Authority, doing business as PortsToronto operates the Billy Bishop Toronto City Airport, the Port of Toronto and the Outer Harbour Marina. We are proud to be partners in securing Toronto's economic prosperity and enhancing its beautiful waterfront for all to enjoy.

If you're looking for a great position and a chance to make an impact, PortsToronto has the following full-time, challenging opportunity awaiting you:

AIRPORT CONSTRUCTION SPECIALIST

The Airport Operations Specialist is the subject matter expert in airport operational controls, policies and procedures and is responsible for providing expertise, guidance and support throughout various projects and activities including a heavy focus on construction at the Billy Bishop Toronto City Airport. This position plays a crucial role in ensuring successful operational effectiveness and administrative efficiency of the organization. By leveraging knowledge, skills, abilities, and optimizing resources, this position will contribute to the delivery and accomplishment of PortsToronto's strategic plan and tactical objectives, key initiatives, vision and purpose.

General activities and functions include, but are not limited to:

AIRPORT CONSTRUCTION MANAGEMENT:

- Support the development of the capital and operations budget plans and schedules.
- Provide oversight of all airport groundside and airside construction operations for PortsToronto capital program as well as for specific tenants' projects.
- Also collaborate and coordinate with other Ports Toronto departments, stakeholders and tenants for various airport events and activities.
- Work closely with and support key government organizations such as Transport Canada, CBSA, CATSA and Nav Canada with communicated objectives, tools and infrastructure support as required.
- Coordinate activities and access for internal employees and external consultants and contractors responsible for planning, designing, repairing, modifying, and maintaining airport facilities.

- Manage airport administrative work related to construction coordination for all projects within the Airport (Groundside and Airside).
- Work closely with Capital Projects team under PortsToronto's Infrastructure Planning and Environment (IPE) group in all stages of project development, from planning, through design, construction execution and maintenance period.
- Provide operational input and guidance to Capital Projects team through all stages of the project in order to ensure all regulatory requirements and airport best practices are met.
- Participate in all design and construction progress meetings, review design documents to ensure all airport operational constraints and requirements are addressed in the Issued for Tender documents. Provide input related to contractor staging, access, hours of operations and any other operational requirements and constraints.
- Review and comment on draft Plans of Construction Operations (PCO) or security plans and assist in delivery of the final PCO to Transport Canada. Act as liaison between Transport Canada, functional manager and projects team.
- Review and comment on draft security plans and assist in delivery of final plans to Transport Canada.
- Review and comment on draft Land Use Plan for submittals to NAV Canada. Ensures projects requiring cranes are properly documented and permits received.
- Plan, organize, direct, and coordinate airside operations, airside/groundside facility maintenance, and rehabilitation in accordance with Canadian Aviation Regulations.
- Ensure Airport's compliance with all applicable legislation, regulations and policies and procedures in the operation and management of daily operational activities.
- Create, update and distribute relevant airport operation bulletins and standard operating procedures for all airside operations, as well as initiating NOTAM's through appropriate channels.
- Participate in Community Liaison Committee meetings and jointly with Manager IPE address and report on construction activities. Together with Manager IPE, prepare and issue community notices related to all construction activities.
- Participate in Airport Stakeholder Committee meetings to provide updates on construction activities.
- Work closely with PortsToronto's Construction Permit Office (managed by IPE staff) in administration of the Facility Alterations Permit process. Act as the primary contact for the Airport in coordinating input and comments from the Airport management as well as Airport stakeholders related to all Project Planning Applications (PPA) and Facility Alterations Permits (FAP). Ensure Notices of Work (NOW) are properly documented and distributed to all Stakeholders.
- Complete 30%, 60%, 90% and Issued for Tender drawing reviews as part of the PortsToronto capital projects as well as tenants' FAP process.
- Respond to all City of Toronto development requests using the Ports Toronto Area Development Assessment Process.
- Submit contractor Plan of Construction submissions and other regulatory documents to Transport Canada.
- Ensures the airport remains fully compliant to TP312 Standards & Recommended Practices.
- Manage, develop, and track written reports, including operations occurrence log, incident reports and property condition reports.
- Provide briefings to PortsToronto and Billy Bishop Toronto City Airport's Senior Leadership Team as required. Conduct and attend planning, design and construction/activity briefings and meetings.
- Coordinate activities regarding scheduled construction, unscheduled events and disruptions, closures or restrictions on either airfield operations or other construction activities, and all other matters related to the safe and efficient operational activities of the airport affected by construction activities.
- Conduct Random Audits of Construction Activities to ensure adherence to operational requirements.
- Provide and solicit feedback from applicable agencies on Ports Toronto Facility Alterations Process (FAP) applications.
- Maintain currency of the Canada Labour Code, Part II, and the Regulations, applicable legislation and TPA's Standard Operating Procedures.

QUALIFICATIONS AND SKILLS:

- Post-secondary education with a Certificate or Diploma in Aviation/Airport Management, or accreditation by the International Association of Airport Executives (IAAE).
- Minimum five (5) years direct experience in airport operations.
- Ability to understand and analyze technical data and drawings.
- Experience in overseeing or having direct or indirect involvement in construction projects in the airport environment.
- Experience with risk management including identifying, assessing and responding to risk factors.
- Experienced and able to plan and create strategic, long reaching initiatives, as well as oversee and/or operationalize projects and initiatives.
- Superior interpersonal skills, able to interact with all levels in a professional, positive manner, able to building trusting relationships and be a team player.
- Excellent, effective communication skills, both oral and in written format, creating and delivering business presentations or training sessions.
- Able to influence, collaborate and negotiate cross functionally, as well as with external stakeholders to achieve results.
- Strong decision-making skills, including strategic and critical thinking abilities.
- Effective at problem solving, negotiating resolutions and conducting root cause analysis with a goal towards ongoing improvements.
- Excellent time and project management, organized, possessing a solid ability to plan and follow up
- Proficient computer skills with Microsoft Office products.
- Must possess an airport vehicle operator's permit (AVOP D) or ability to acquire within one month and an Aeronautical restricted radio operator's certificate (ROC-A).
- Must have a Transport Canada and a Restricted Area Identity Card (RAIC) – or ability to acquire, to perform maintenance duties in the airports restricted areas.
- Bilingual in French is considered an asset.
- Incident Management System (IMS) 200 and 300, an asset.

WORKING KNOWLEDGE

- Canadian Aviation Regulations (CARs), Part III - Aerodromes and Airports; and Security
- Aerodrome Standards and Recommended Practices, TP 312E, 3rd,4th and 5th editions;
- Canadian NOTAM Procedures Manual;
- Land Use in the Vicinity of Airports, TP 1247;
- Airport Zoning Regulations
- Safety Management Systems
- TP 308, Criteria for the development of Instrument Procedures
- OHS Regulations

SPECIAL CONDITIONS

- Criminal record check will be conducted on hire
- Flexibility to work extended hours or weekends, as the need arises
- Active response to email and/or airport issues afterhours may be required
- Must be able to obtain and retain Restricted Access Identification Card/Transport Canada Security Clearance
- Annual Driver's License validity check

Interested and qualified candidates are invited to e-mail a resume along with a covering letter outlining how your experience supports our position requirements to: careers@porttoronto.com

In the Subject Line state: **AIRPORT CONSTRUCTION SPECIALIST**

We thank all applicants for their interest. However, only applicants selected for an interview will be contacted.
PortsToronto is an equal opportunity employer.

*To learn more about PortsToronto and the exciting work we are doing
to be a city-builder and transform Toronto's waterfront go to www.portstoronto.com*