

Job Title: Airport Construction Operations Coordinator

Job Number:1026

Job Type: Full-Time

Temp Contract Length:

Location: 520 Airport Rd - Airport - Terminal Building

Job Category: Other

Number of Positions:1

Department: Construction and Development

Division: Planning, Development and Legislative Services

Hours of Work: 35

Union: CUPE 1883

Grade: CUPE 1883 Grade 011

Salary Range: \$36.65 - \$41.51 per hour

Our Story:

Committed to fostering opportunities for current and future generations, the Region of Waterloo is an inclusive, thriving and sustainable region of connected rural and urban communities with global reach. Our mission is to serve, engage and inspire, by delivering quality services to a diverse population of 630,000+, while creating a healthy, collaborative environment of learning, respect and innovation.

This is a place where employees are valued and recognized for their talents and contributions to our success. Our employees take pride in making a difference in people's lives through the work that we do. We are looking for people like you to help make it happen.

The Role

Supports the planning and implementation of construction and special projects at the Region of Waterloo International Airport. Coordinates logistics with airport staff and contractors, consultants, and other stakeholders to ensure work meets regulatory requirements, project specifications, and timelines to limit service disruptions to airport operations.

Duties/Responsibilities

- Coordinates airport capital construction projects, tenant development, and other special projects, as assigned. Participates in regular construction meetings, reviews design packages, and conducts site visits and walkthroughs to ensure work is carried out per specifications and timelines. Completes plans/submissions for regulatory agencies regarding construction and land use projects based on project plans, for management approval.
- Provides operational advice regarding construction methods/practices within an airport environment to consultants, contractors, project teams, and divisional/departmental partners. Liaises with the project team, including tenants and other stakeholders to review project needs/requirements, and confirm/assist in the development of work scope.
- Coordinates with airport operations staff, contractors, and other stakeholders to minimize service disruption during construction. Issues notices to alert stakeholders of construction activities or special events, including plans/procedures for airport operations staff (e.g., setting up barricades). In conjunction with management and staff, provides radio escorts to contractors as required.
- Liaises with other regional departments (e.g., Facilities, IT, Transportation, Finance, Purchasing, Legal, Water) as required to facilitate airport and tenant development projects.
- Plans and monitors project schedules, budget, and overall requirements, including legislated inspections and approvals (e.g., Transport Canada TP 312E compliance checks, electrical, civil and construction permits).

- Maintains project documentation and records (e.g., shop drawings, site reviews, meeting minutes, as-built CAD drawings, certificates of compliance, inspection certificates, equipment manuals, project changes, closeout documentation, warranty information, project/building information).
- Maintains airport asset management data. Creates work orders in work order management systems (e.g., construction and maintenance activities, condition assessments). Works with airport and corporate GIS staff to ensure functionality between databases and maintenance of asset datasets.
- Assists management with updating and maintaining departmental documentation (e.g., airport development standards, standard operating procedures, hydrometer database).
- Performs condition assessments of airport assets, in collaboration with other staff. Documents/ recommends for inclusion in the capital program.
- Assists management to review and/or process permit applications for on-site tenant construction projects and neighbouring construction projects, including crane notifications. Assesses existing and proposed obstacles against airport zoning and obstacle limitation surfaces. Files documentation on completion of tenant projects.
- Coordinates new utility and IT infrastructure installation/connections to the existing airport infrastructure or external providers for airport new or improvements to buildings required by tenants.

Additional Duties/Responsibilities

- Compiles information for applications for federal funding and related processes.
- Assumes a role during an Airport Emergency when the Airport Emergency Operations Center (EOC) is activated.
- Reports incidents and participates in safety cases per the airport safety management system.
- Has a p-card and signing authority to purchase supplies for projects, within prescribed limit. Has contact with Finance, including Procurement to set up purchase orders and coordinate processes.
- Contacts local, provincial, and federal officials regarding regulatory requirements.
- Creates drawings and images for projects as required.
- Provides airport safety training to contractors and tenants performing work in the airport environment to meet federal requirements.
- Refers non-standard issues to management, including those involving engineering expertise.
- Performs related duties as assigned.

Knowledge, Skills, and Abilities

- Knowledge and skills are acquired through a 3-year college diploma in aviation management plus 2 years of related experience (or an equivalent combination of education and experience such as a 2-year diploma plus 3 years of related experience).
- Knowledge of airport certification and operations requirements and procedures, airport regulations and standards, including aerodrome safety inspection practices and procedures, and familiarity with aircraft types, airport and airline operations, roles, responsibilities and operational procedures.
- Knowledge of airport construction methods and contract administration. Knowledge of and ability to comply with policies and procedures, airport certification and operations requirements, procedures, and legislation/regulations (e.g., Transport Canada, Canadian Aviation Regulations Standards (CARS), Manual for Aerodrome Standards & Recommended Practices (TP312E), Airports Capital Assistance Program (ACAP), and emergency procedures.
- Analytical, organizational, and problem solving skills to implement and coordinate work requirements; resolve related operational issues; work independently; maintain project documentation and data; and adapt to shifting priorities.
- Communication and human relations skills to work effectively and exchange information with stakeholders (project team, consultants, contractors, airport staff, air traffic control staff); respond to complaints from tenants; work with staff to coordinate logistics; conduct safety training for contractors and consultants; present information to project teams and management; and participate as an effective team member.
- Ability to read and interpret regulations/legislation governing airport operations and related publications, technical drawings, project plans, flight schedules and notices, and other data sources.
- Ability to write technical reports, operational procedures, regulatory applications and submissions, and notices.
- Computer skills with ability to use software such as Microsoft Office, computer-assisted drafting and drawing software (e.g., AutoCAD, Microsoft Visio), and digital media programs.
- A valid Restricted Radio Telephone Operators Certificate must be obtained within 10 business days of employment. Ability to use a two-way radio.
- Must possess an Airport Vehicle Operators Permit (AVOP) or attain within 10 days of employment.
- Must provide an acceptable Transport Canada Restricted Area Identification Card (RAIC) within probationary period and/or as a condition of employment.

- Must have a valid class G driver's license (or G2 with 3 years of driving experience) and satisfactory driving record to operate corporate vehicles.
- Ability to occasionally flex/alter hours to accommodate projects.
- Ability to support and demonstrate the Region's values.

The Region of Waterloo is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process. At the Region, we respect, encourage and celebrate our diversity. The Region of Waterloo is committed to providing accommodations throughout the recruitment process. If you require an accommodation, please notify us and we will work with you to meet your needs.

Alternate formats of this document are available upon request. Please contact the Service First Contact Centre at phone number (519) 575-4400, TTY number (519-575-4608) to request an alternate format.