

**YYJ****VICTORIA
INTERNATIONAL
AIRPORT**201-1640 Electra Blvd
Sidney, BC, Canada V8L 5V4**T** 250.953.7500
F 250.953.7509**JOB POSTING****Technical Coordinator, Airside****Competition No. #2025-16****Starting Hourly Rate: \$49.13****(after completion of 6-month probation: \$51.73)****Classification Band 7**

Victoria International Airport (YYJ) is the 11th busiest airport in Canada and is located on the homelands of the W̱SÁNEĆ People whose historical relationship to the land continues to this day. YYJ has been rated one of the top ten most-loved airports in the world by CNN Travel and has been named one of BC's Top Employers annually since 2020. Winner of the best regional airport in North America award by Airports Council International in 2012, 2014, 2020 and 2024, YYJ provides a safe, secure, sustainable, and efficient airport that creates prosperity for our region by connecting Greater Victoria with the world. Victoria Airport Authority has managed the operations at YYJ on behalf of the surrounding communities since April 1, 1997.

Career Opportunity:

Victoria Airport Authority (VAA) is seeking a detail-oriented and collaborative **Technical Coordinator, Airside** to join our team. This dynamic role is responsible for coordinating airside operations in compliance with Transport Canada and international aviation standards. You'll work closely with internal teams and external partners to ensure the safe, efficient, and compliant operation of YYJ's airside environment. This is a pivotal role for someone passionate about aviation operations, regulatory compliance, and continuous improvement within a high-performing and safety-conscious organization.

The Technical Coordinator, Airside position is a Union position reporting to the Director, Airside Operations and Emergency Services, and will normally work a 37.5-hour work week during regular administration office hours.

Requirements:***Education & Experience:***

- Degree or Diploma in aviation management, safety management, or an equivalent discipline, and two or more years of recent, related experience; OR
- Five or more years of recent (within the last ten years) related experience in a similar role.

Key Responsibilities:

- Lead and support airside operations, including maintenance programs, reduced visibility and winter operations, and construction coordination.
- Ensure VAA's compliance with Canadian Aviation Regulations (CARs), TP312, TP7775, and ICAO standards.
- Coordinate airside activities related to capital and maintenance projects to ensure uninterrupted airport operations.
- Liaise with government agencies, Nav Canada, contractors, and other airport stakeholders.
- Contribute to Safety Management Systems (SMS), including audits, corrective action plans, and inspection follow-ups.

- Issue NOTAMs and maintain Vortex CMS data related to airfield notices.
- Prepare reports, conduct airfield inspections, and use CAD tools to assist with operational planning.

Additional Requirements (conditions of employment):

- Within six (6) months of hire, the Technical Coordinator, Airside must obtain and maintain:
 - Restricted Area Identity Card (RAIC)
 - Airside Vehicle Operator's Permit [AVOP D]
 - Radio Operator's Certificate – Aeronautical
- Must be able to obtain a Transportation Security Clearance (Reliability status).
- Hold a valid Class 5 British Columbia driver's license.

VAA is part of the federally regulated air transportation sector and employees must abide by any potential future federally mandated health measures (e.g. COVID-19 vaccination/booster shots).

Please refer to the job description on [VAA's website](#) for a full list of duties and responsibilities.

An eligibility list to fill future vacancies may be created.

VAA Values

VAA has an incredibly bright future ahead and its success depends entirely on our team of very talented, dedicated staff. We want to ensure VAA is an environment where our people thrive and is an organization where people are proud to work, where our culture is admired and where career aspirations are fulfilled. At VAA we're proud to be living our Values:

People	We work as a team, supporting and respecting one another to bring out the best in each of us.
Excellence	We lead in safety, quality, and innovation to create exceptional experiences.
Integrity	We ensure that honesty, equity, and accountability are the cornerstones of everything we do.
Community	We foster meaningful relationships through service excellence and responsible stewardship.

Applications:

At VAA, we take pride in delivering excellence and fostering a community-driven culture. Our airport is growing, and with it, so are our opportunities for career development, innovation, and industry impact. If you would like to be a part of a team that keeps our airport safe, efficient, and future-ready we'd love to hear from you. Interested applicants can submit their cover letter and resume **quoting Competition 2025-16 by 4:00pm Friday August 8, 2025.**

VAA is located on the homelands of the W̱SÁNEĆ People and as a result, qualified self-identified Indigenous applicants are encouraged to apply and may be given preference during the recruiting and selection process.

VAA values inclusion and accessibility and is committed to providing reasonable accommodations for applicants and employees with disabilities. If reasonable accommodation is needed to take part in the job application or interview process, please contact humanresources@yyj.ca.

Please ensure your application clearly identifies how you meet the education, experience, and knowledge requirements stated in the job description. Eligibility to work in Canada and the ability to maintain airport security clearance (RAIC) are essential.

We sincerely appreciate the interest of all applicants; however, only those selected for further consideration will be contacted.