



**YYJ**

VICTORIA  
INTERNATIONAL  
AIRPORT

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## JOB POSTING

### Technical Coordinator, Airside

Competition No. #2026-03

Starting Hourly Rate: \$53.01

(after completion of 6-month probation: \$55.81)

Classification Band 7

*Victoria International Airport (YYJ) is Vancouver Island's gateway to the world, connecting more than 1.9 million passengers annually to key domestic and seasonal international destinations. Operated by the Victoria Airport Authority (VAA), a not-for-profit, non-share capital organization, YYJ plays a vital role in regional connectivity and economic growth. VAA operates from the homeland of the WSÁNEĆ people whose historical relationship to the land continues to this day.*

*YYJ has been recognized as one of BC's Top Employers annually since 2020. It has also received the Airports Council International award for Best Regional Airport in North America in 2012, 2014, 2020 and 2024. Since April 1, 1997, the Victoria Airport Authority has managed and operated YYJ on behalf of the surrounding communities, delivering a safe, secure, sustainable, and efficient airport experience.*

#### **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.

**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:

<b>People</b>	We work as a team, supporting and respecting one another to bring out the best in each of us.
<b>Excellence</b>	We lead in safety, quality, and innovation to create exceptional experiences.
<b>Integrity</b>	We ensure that honesty, equity, and accountability are the cornerstones of everything we do.
<b>Community</b>	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 may submit their Cover Letter and Resume, quoting Competition **#2026-03** no later than Friday May 1, 2026, by following [this link](#).

VAA is located on the homelands of the WSÁNEĆ 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](mailto: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.**