

Job Description

Position Title:	Technical Coordinator, Airside
Reporting To:	Director, Airside Operations and Emergency Services
Key Relationships:	Internal – All VAA Staff External – Contractors, Various Government Agencies, General Public
Supervisory Responsibilities	None

Role Summary:

The Technical Coordinator, Airside (Coordinator) leads and coordinates Victoria Airport Authority's (VAA) airside operations activities in close collaboration with the Planning and Infrastructure department and is responsible for maintenance of the Transport Canada (TC) operating Airport Certificate. This is achieved via the development, maintenance, application, and conformance of all airside programs and their associated activities to the Canadian Aviation Regulations (CARs) and all other applicable TC aviation standards (e.g. TP312 – Aerodrome Standards & Recommended Practices, TP7775 – Procedures for the Certification of Aerodromes as Airports). The Coordinator also contributes to the development and implementation of organization-wide plans, projects, initiatives and events.

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.

Description of Duties:

- Provide advice and recommendations regarding all aspects of VAA airside operations (e.g. Field Maintenance, Electrical, Mechanics, Reduced Visibility Operations, Winter Operations, etc.), services, initiatives, performance, and projects.
- Assist with the development, implementation, and maintenance of operational policies and lead the development of procedures for airside activities to ensure that regulatory and business compliance are maintained, while ensuring the safe and efficient operation of the airport.
- Liaise with the Integrated Operations Centre team, and Terminal and Security Operations on operational matters as required.
- Participate in planning and coordination sessions related to the development of the annual capital construction program in advance of the construction season.
- Assess, develop and coordinate plans for the airside construction program through pre-planning sessions with other VAA departments, Nav Canada, Airlines and other members of the airport community.
- Liaise with Nav Canada Land Use Planning Department for airside projects.
- Coordinate all airside activities related to planned construction, maintenance, and ad hoc/special event requests to ensure the optimum operational flow of the airport on a day-to-day basis.
- Assist in the coordination of airfield activities during winter operations and assist the Snow Desk.
- Participate in the continuous improvement of the SMS program and as a member of the SMS Working Group and SMS Audit Team.

- Responsible for completing Corrective Action Plans as developed through the SMS for aviation safety related incidents.
- Conduct follow-up inspection activities related to the implementation of corrective action plans.
- Generate Notices-to-air-missions (NOTAMs) and Voice Advisories as required.
- Monitor and maintain the NOTAM module in Vortex CMS software.
- Build and maintain effective working relationships while consulting and engaging with a broad network of internal and external stakeholders, including clients, departments, partners, and service providers. This, with the objective of fostering collaboration on projects, assessing the performance of operational programs and services, identifying areas for improvement, ensuring timely issue resolution, and driving the advancement of VAA's operational priorities.
- Lead and conduct analysis to research options, evaluate them and recommend solutions to improve performance, remedy problems and/or introduce new functionality.
- Assist with the development and management of operational budgets.
- Prepare and/or contribute to reports, statistics, presentations and other media, as required.
- Maintain expertise in safety management systems, airfield operations and maintenance, and electrical for trends, best practices, operations and systems.
- Conduct technical assessments, including reviewing engineering documents and preparing drawings using CAD software, as required to ensure compliance with applicable standards and operational requirements.
- Conduct and document routine airfield inspections and communicate findings to the Director and other business units responsible for corrective action(s).
- Conduct and document return-to-service inspections as required for areas closed due to construction or other reasons and communicate findings to Project Managers and VAA management as applicable. Follow up with the appropriate business units on any deficiencies.
- Develop the capacity and capability to act as Director, Airside Operations and Emergency Services, as required.
- Contribute to the enhancement of the positive corporate culture, and the reputation of VAA within the community, sector, and industry.
- Chair and facilitate operations meetings as required.
- Other related duties as required.

Knowledge, Skills and Abilities:

Education:

- 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.

Other requirements:

- Must be eligible to work in Canada.
- As a condition of employment, within six (6) months of hire, must be able to obtain and maintain:
 - Airside Vehicle Operator's Permit [AVOP D], and
 - Radio Operator's Certificate – Aeronautical

- Must be able to obtain a Transportation Security Clearance (Reliability status), as a condition of employment.
- Must be willing to occasionally work outside normal work schedule to meet operational requirements.

Knowledge:

- Industry standards, best practices and security requirements related to all aspects of airside operations.
- Issues, trends and challenges related to airport operations.
- Comprehensive knowledge of Canadian Aviation Regulations; TP312 4th and 5th editions, other Canadian legislation applicable to Airside Environments.
- Comprehensive knowledge of ICAO Standards and Recommended practices; Annex 14, Annex 19
- Functional knowledge of Canadian Aviation Security Regulations (CASRs 2012).
- Operations management, business/operational planning and risk management.
- Financial management, procurement and contract management.
- Working knowledge of CAD software is required.
- Functional knowledge of aircraft, airline and airport operations and emergency procedures.
- Functional knowledge of airside activities and all related operating systems such as airfield lighting and signage, ground service equipment, passenger boarding bridges, and VAA future development and/or emerging technologies.
- Knowledge of Vortex CMS Software is an asset

Skills and abilities:

- Strong oral and written English communication skills, presentation skills and attention to detail when communicating.
- Ability to communicate complex technical concepts in a manner that can be understood by the audience.
- Ability to interpret, apply and provide subject matter expertise on legislation, regulations and process and procedures that impact the airside which include but are not limited to: Aeronautics Act and CARS, TP312 certification standards; ICAO Annexes, guidelines and standards; VAA airside guidelines and policies; Nav Canada practices; low visibility operations.
- Ability to write technical aeronautical related reports, operational plans and standard operating procedures based on interpreting and applying applicable legislation, regulations and best practices.
- Ability to read and understand technical engineering drawings.
- Ability to manage multiple priorities and consistently produce results within timelines.
- Strong analytical and problem-solving skills:
 - Ability to analyze engineering designs and provide detailed comments to ensure compliance with applicable regulations, TP312 standards and best practices for aircraft movement. Offers well-founded recommendations for design improvements where necessary.
- Strong judgement and discretion in managing complex project interactions:
 - Demonstrated ability to interpret and assess multiple related and unrelated projects concurrently, applying sound judgment and discretion to ensure alignment with broader program objectives. This includes evaluating overlapping construction activities across different locations to identify potential conflicts or cumulative impacts that may not be evident when viewed in isolation.