
MANAGER, AIRSIDE SERVICES

ROLE OVERVIEW:

Reporting to the Senior Manager, Emergency Response & Airside Services, the Manager, Airside Services is accountable for the safe and secure day to day operations of the Halifax International Airport Authority (HIAA) airside operations with a primary focus on regulatory compliance, operational performance, safety, and customer experience.

The Manager Airside Services is responsible for providing work direction, coaching and support to department supervisors to ensure that key priorities are aligned between internal departments resulting in reliable maintenance of airfield surface structures, airside grounds the mobile fleet, and the service and asset management system. The Manager Airside Services is responsible for providing both technical and managerial leadership through a collaborative approach. This will include the oversight of both daily and long-term preventive maintenance activities, with the objective of continuously improving levels of service for internal and external customers.

Additionally, the Manager, Airside Services will provide support to the emergency response program by way of supportive management of the mass notification system, assuming the role of Operations Representative in the Emergency Operations Centre (EOC) and supporting the Operations department's role in the Business Continuity Plan.

Flexibility with hours will be required to provide support to operational requirements, as well as critical incidents and events that occur outside of normal work hours.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Performance management of supervisors and employees, including the establishment of daily, monthly and annual priorities, including performance coaching and the establishment of training and career development plans
- Establishes key priorities in consultation with the Senior Manager, Emergency Response & Airside Services and other department managers
- Reinforces and effectively communicates safe work practices
- Maintains a close working relationship with supervisors and front-line staff and ensures issues are resolved quickly and effectively
- Responsible for decisions regarding recruitment, discipline and dismissal of department staff
- Develops and manages department budget and capital programs
- Establishes consultative working relationships with key stakeholders and engages in regular communications on work requirements
- In conjunction with the Supervisor-Trainer Airfield Maintenance, develops and maintains a comprehensive winter maintenance plan
- In conjunction with the Service and Assets Management Planners and co-workers, oversees the implementation and maintenance of the Preventive Maintenance System and Work Order System
- Ensures the Airside Services division maintains compliance with regulatory requirements.
- Ensures Maintenance Standard Operating Procedures and Preventive Maintenance Manuals are current
- Reviews and revises department inspection and reporting systems
- Assesses the effectiveness of airfield and fleet maintenance.

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- Implements a schedule for regular inspection and preventive maintenance work
 - Manages HIAA's annual inspection preparation and implements a plan for gap closure. Create systems for monitoring productivity of maintenance activities and staff
 - Provides leadership and direction in maintaining a safety culture and ensures all safety regulations and procedures are met or exceeded
 - Provides leadership and direction in building a culture of environmental excellence. Champions the implementation of an environmental management system and ensures all environmental regulations and procedures are met or exceeded
 - Acts as Airfield Services liaison to Transport Canada Inspection Services
 - Responsible for regulatory compliance in relation airfield facilities and fleet maintenance.
 - Reviews operational performance regularly with the Senior Manager, Emergency Response & Airside Services. Performs routine operational walkabouts to develop and maintain strong relationships with front-line staff and to encourage improvement ideas within the operation
 - Provides back-up to the Senior Manager, Emergency Response & Airside Services as required

SKILLS & ABILITIES:

- A diploma or technical degree from a college or university in a related field is desirable, with a minimum of two (2) years of related experience or a minimum of (5) years of experience in airside operations.
- Working knowledge of and ability to interpret and apply relevant regulations with respect to airside operations, such as but not limited too; Canadian Aviation Regulations, TP312 4th & 5th editions, Incident Command System, etc.
- Minimum of five (5) years experience in a supervisory or managerial capacity
- Experience with airfield operations and/or fleet maintenance
- Experience in the Incident Command System will be considered an asset.
- Demonstrated ability to effectively lead and motivate a diverse workforce
- Demonstrated ability to develop and manage budgets and analyze financial trends
- Demonstrated ability to build strategic working relationships
- Demonstrated ability to facilitate change through effective teamwork and decision making
- Demonstrated ability to effectively communicate to different audiences
- Demonstrated ability to effectively resolve conflict
- Strong computer skills and experience with MS Office and Outlook

ABOUT US:

At Halifax International Airport Authority, we are dedicated to building strong, vibrant communities through our commitment to connecting people and goods to the world. Our vision is to be Canada's best gateway airport, and our values drive everything we do. As a member of our team, you'll be part of a dynamic and dedicated community of professionals, working together to make a positive impact on the world around us. We prioritize the health, safety, and security of our people and passengers, and make decisions based on integrity and a sense of humanity. We are committed to sustainability, service excellence, and collaboration, and strive to go above and beyond in everything we do.

At HIAA, you will enjoy being part of an evolving global industry, with all the comforts that come from being one of only 200 employees. Employee engagement matters at HIAA -- in the last three years, an average of 91% of our employees said they would recommend HIAA as an employer.

Safety first: We go above and beyond to ensure a safe and healthy workplace for all our employees, providing comprehensive training, proper safety equipment, and a culture of collaboration and support. With us, you can trust that your well-being is always our top concern.

Caring supervisors and teammates: You'll join a team of supportive and caring individuals who are always ready to help each other succeed. Our supervisors and coworkers are invested in your professional and personal growth, and will work with you to provide guidance, support, and encouragement and professional development. With us, you'll always feel supported, personally and professionally.

Part of a larger community: You'll be part of a vibrant and dedicated community of professionals working together with one purpose: to safely and efficiently manage, operate and promote the region's largest airport. Whether you're a customer service representative, an electrician, or a member of our management team, you'll play a crucial role on our team and as part of the Halifax Stanfield community. With us, you'll be part of something bigger.

Flexible work options: We believe in the importance of work-life balance. That's why we offer flexible work options, including remote work opportunities, to help our employees manage their time and responsibilities more effectively. With us, you'll have the flexibility to work in ways that best suit your needs and lifestyle, allowing you to achieve a better balance between your career and your personal life.

Competitive compensation and benefits: We believe in rewarding our employees for their hard work and dedication. That's why we offer competitive compensation and a comprehensive benefits package to support the physical, emotional, and financial well-being of our team. With us, you'll have access to industry-leading pay and benefits, including health insurance, a registered pension plan retirement savings plans, and wellness programs, to help you thrive both personally and professionally. This position also qualifies for commuting allowance, free parking, and a paid mobile device.

If this position interests you, please apply in confidence.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

HIAA believes in equitable opportunities for everyone

We encourage women, Indigenous persons, persons with disabilities and racially visible persons to apply and self-identify

To self-identify, please click [here](#) and complete the survey.