

Vantage Airport Group has operated North Peace Regional Airport since 1997. Located in the Peace River region of BC in Fort St. John, the airport is growing steadily, welcoming over 278,000 passengers in 2019. More information: [www.fsairport.com](http://www.fsairport.com).

## Coordinator, Programs and Training



The *Coordinator, Programs and Training* is responsible for the maintenance of airport operational and regulatory compliance documents, coordination and delivery of training programs, emergency incident support, and administration of the Safety Management System (SMS) and Security Management System (SeMS). This role works on a standard 5-day work week with 8-hour workdays, occasional shifting of this schedule may be required to provide Airport Rescue Fire Fighting (ARFF) coverage or other operational needs. Intermittent overtime may be required. The hourly rate is \$44.16.

Reporting to the Manager, Airport Operations and Emergency Services, the Coordinator, Programs and Training is responsible for:

- Deliver training sessions (i.e. ARFF, SMS, AVOP, Airfield Maintenance)
- Coordinate training to ensure all staff remain current with regulatory requirements (i.e. live fire recertification)
- Administration and maintenance of regulatory required documentation, including but not limited to, the following:
  - AOM
  - ERP
  - ARFF Regulatory Requirements
  - Winter Maintenance Program
  - SMS Manual
  - Airport Security Program
  - AVOP Program
  - Wildlife Program
  - Apron Management Plan
- Administration of Content Management System (VORTEX) database
- Act as the administrator of the airport SMS program, completing analysis and reports on the function of the SMS program to determine performance and to set goals and objectives.
- Coordinate and ensure internal QA processes are followed and audits completed within time requirements
- Issue NOTAMs as directed by management
- Act as the Incident Commander when assigned
- Obtain and maintain ARFF certification. This will involve travel away from home.
- Provide ARFF coverage for APT vacations etc.
- Daily contact with Manager Operations and Emergency Services to give and obtain information



- requiring discussion, elaboration and understanding.
- Programs and compliance activities to maintain airport certification including the implementation of:
  - The SMS program, including SOP, internal audits, training, incident investigation, root cause analysis, developing and implementing Corrective Action Plans (CAP)
  - The SeMS program, including SOP, internal audits, training, incident investigation, root cause analysis, developing and implementing Corrective Action Plans (CAP), and communication with the regulator
- Incident investigation, root cause analysis, and corrective action plan creation
- Promote a safety-first culture by developing awareness programs for the airport community.
- Attendance and participation in airport stakeholder meetings.
- Perform other activities which are required to ensure the operational integrity of the airport.

#### **Required Qualifications/Experience/Skills**

- Secondary school education and trade certification or work experience in an airport environment
- Computer skills and proficient in MS Office
- Effective verbal and written communication skills
- Valid driver's license, BC Class 3, with air brake endorsement.
- The ability to create effective working relationships with fellow employees and stakeholders
- Consultation and collaboration with Vantage network colleagues to share industry best practices
- Effective time management

#### **The Ideal Candidate will have:**

- Experience in the development and delivery of training programs
- Knowledge of aviation safety and security regulations, including an understanding of CARs, CASRs, ASMs, and TP312
- Role specific interaction with Transport Canada and other regulatory bodies
- Hold or ability to obtain ARFF Certification
- The ability to deliver basic medical aid (OFA Level 1)
- Detailed knowledge on the operations of VORTEX, Snowbird, CCTV camera systems.
- Experience with both MS Windows and Apple iOS platforms.
- Understanding of procedures and practices for emergency operations and facilities and equipment maintenance
- Sound judgment in selecting an appropriate course of action in both day-to-day and emergency situations
- Experience in interpreting instructions and solving technical or operational problems
- Have or ability to obtain and a restricted aeronautical radio operator's license
- A level of fitness to conduct emergency operations effectively

This position is open to external candidates. Previous relevant job performance will be taken into consideration for all applicants.

#### **Applicants**

Please visit [www.vantageairportgroup.com/careers/](http://www.vantageairportgroup.com/careers/)  
Applications are due by June 22, 2021 at 5:00pm Pacific Time.

*Vantage Airport Group is an industry-leading investor, developer and manager of airports whose global network encompasses a diverse group of assets, including airports in Canada, Europe, the Caribbean and the United States.  
More information: [www.vantageairportgroup.com](http://www.vantageairportgroup.com)*