

Flight Operations and Maintenance Manager - AD-F-19-06

Requisition #	AD-F-19-06
Job Title	Flight Operations and Maintenance Manager
Employee Group	Administration
Job Type	Full-time
Organizational Unit	Confederation College -> School of Aviation
Location	ON CA (Primary)
Position Reports to	Chair, Aviation

In keeping with our strategic plan commitment to fostering Access and Success, Community Prosperity and Institutional Excellence, we encourage applications from persons of Indigenous ancestry. In accordance with Confederation College's core values of respect, caring and openness we are committed to providing our current and future employees with a workplace that is safe, healthy and fair. As such, we are fragrance free, fully accessible and encourage applications from all qualified applicants. Applicants requiring accommodation during the interview process should contact Human Resources Services at (807) 475-6148 to make appropriate arrangements.

Job Description

The Flight Operations and Maintenance Manager is responsible for directing and coordinating the operation of the Confederation College Aircraft Maintenance Organization (AMO) and the operation and maintenance control system of the Confederation College Flight Training Unit (FTU). This position is required to be approved by Transport Canada as the Person Responsible for Maintenance (PRM) for Confederation College. The responsibilities include but are not limited to:

- Day to day operational management including supervision of staff, ensuring safety of work environment, promoting safe work practices, managing conflicts, providing direction and training, fostering the team work concept;
- Developing, administering and enforcing regulations and maintaining standards concerning aviation safety including air worthiness of aircraft and aircraft systems and the safety aspects off aviation facilities, equipment and procedures;
- Directing, supervising and coordinating scheduled and unscheduled maintenance, repair, modification, overhaul and alteration of all aircraft and components;
- Ensuring compliance with Canadian Aviation Regulations (CARs), the Approved Maintenance Organization (AMO), Flight Training Unit (FTU), and College Manuals in the accomplishment of maintenance, repair, modification, alteration, and overhaul of 13 college aircraft and their components;
- Establishing and maintaining both the FTU Evaluation and AMO Quality Assurance programs and records;
- Developing, implementing, evaluating, amending, and maintaining procedures, policies, approved maintenance schedules, and training programs;
- Supervising the purchasing, stocking, and procurement of parts and equipment to accomplish the required aircraft inspections and repairs; and
- Working in compliance with the Occupational Health and Safety Act.

Job Requirements

- A Transport Canada licensed Aircraft Maintenance Engineer with an M1/M2 category license or CPL and IR (class 1 or 2) that is current and in good standing;
- Six (6) years' experience in the performance of direct supervision of maintenance activities of the type undertaken by the college, of which six months shall have been obtained within the preceding 2 years;
- Must satisfy the regulatory requirements specified by Transport Canada for holding the positions of Person Responsible for Maintenance Control Systems (PRM and PRMC);
- Must have knowledge of/experience with developing, implementing and administering quality assurance programs and proven ability to maintain and assure compliance with Transport Canada standards and regulations;
- Strong team building, communications, decision-making, planning, conflict resolution and leadership skills;
- Experience with contract negotiation and project management;
- Ability to be thorough, methodical and safety conscious in performing duties;
- A high degree of personal motivation, integrity, reliability, work ethic and responsibility; and
- Must be a "competent person" as defined in the Occupational Health and Safety Act.

Salary Range	Admin Salary Band 10: \$74,450 to \$93,062
Shift Type	8:30am - 4:30pm
Other Shift Type (if applicable)	
Hours of Work	37.5
Contract Duration (if applicable)	
Category	Aviation
Application Deadline	10/30/2019