

Airport Services Coordinator

Job Description

If you enjoy autonomy, interacting and building relationships with a wide range of people, and performing a variety of tasks then this is the role for you. It provides the perfect opportunity to someone early on in their aviation career to develop the foundational building blocks required for a successful career in airport management, or for the seasoned professional who enjoys being apart of the aviation community.

The **District of Mackenzie** is in the final phases of an Airport Improvement Program including the construction of a new terminal building, and fuel distribution system. We are looking for the right person to come be a critical part of its future success as the **Airport Services Coordinator**.

The District of Mackenzie is in the Northern Rocky Mountain Trench and is 185km North of Prince George. It offers you the ability to enjoy all the amenities, lifestyle, and natural landscapes of Northeastern BC including renowned 4-season recreational activities such as mountain biking, fly fishing, snowshoeing, canoeing, camping, hunting, and skiing. The Mackenzie Airport serves the communities aviation needs, including charter flights, corporate flights, helicopter landings, medivac, recreational and general aviation flying and private aircraft storage.

Job Description:

This is a full-time position reporting to the Director – Airports, KS2L. The Airport Services Coordinator is responsible for the following:

Operations and Fuel Distribution Management:

- Monitoring airport property, including airside and groundside conditions to ensure compliance with safety and site security regulations
- Oversee, manage, and operate the Jet A and Avgas aviation fuel system in accordance with all applicable codes and standards
- Perform and document daily, monthly, and annual quality control checks, inspections, and maintenance of the fuelling system
- Receive fuel into the fuel facility in accordance with applicable codes, regulations, and procedures
- Record and report daily aircraft movement statistics to the District
- Coordinate with the District, provide access, and supervise any third-party service providers for maintenance, repairs, or other inspection purposes

Administration, Visitor + Tourism Services:

- Authorize, collect payment, track, and monitor into-plane fuelling

- Maintain accurate accounting of fuel transactions, perform inventory management, and reconciliation reporting
- Promote the community of Mackenzie and encourage visitation
- Act as a local tourism representative distributing local visitor information materials, greeting guests, and responding to queries
- Coordinate and market the airport, and aviation careers through field trips and tours
- Setup and manage a small confectionary station for sale of items (pop, ice cream, chocolate bars, coffee, etc.)

Facilities Management and Custodial Services:

- Perform facilities management, minor repairs, and custodial services for all the associated infrastructure, including daily and weekly cleaning / sanitization tasks
- Provide public waiting room and clean washroom facilities 5 days a week (Monday – Friday) 8 hours per day. Potentially Tuesday to Saturday during summer months.

For the right individual we also provide opportunities to further develop your aviation management skills and experience in strategic airport planning, marketing, and business development.

Competencies:

Knowledge of WHMIS, Transportation of Dangerous Goods, and fuel systems

Excellent interpersonal skills, always dealing with the public and airport stakeholders in a professional and courteous manner

Facilitate an exceptional customer experience and maintain a positive working relationship with the public, partners, community organizations, and the District of Mackenzie

Process and procedurally driven to ensure adherence to operating manuals and standards in a technical environment

Experience with computer programs (Excel, Outlook, Word), basic math, and ability to use payment terminals

Qualifications

Recently completed an Aviation Management diploma program, or 2-5 years of relevant previous aviation experience with a passion for airports, community, and people

Highly desirable is working knowledge or formal training in aviation fuel storage, handling, and aircraft refuelling - CSA B836:14 3rd edition or a strong willingness to learn

Private or commercial pilots license, or fuel systems and general tank farm management experience would be beneficial

Keen interest in airport operations, marketing, and customer service

Able to be available for emergency and after hours call out support

Valid drivers license

Please send your cover letter and resume to ks2management@outlook.com