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## Director of Operations

### Job Posting

#### Who we are

The Loomex Group is a North American group of companies that provides strategic, operational, and tactical services for clients across Canada and the United States. Our clients include airports and aerospace industries, emergency services providers, private corporations, institutions, communities, and all levels of government.

#### About this role

The director of operations will be responsible for managing contractual obligations, ensuring compliance with airport regulations, and providing support to airport managers and compliance specialists. The incumbent will also work with The Loomex Group's vice-president of operations to help prepare and manage airport budgets, support business development, and contribute to airport planning and master plans.

#### What you'll do

- Support the strategic and operational performance (as per contractual obligations) of all airports that are overseen by The Loomex Group.
- Help create and implement strategic plans within The Loomex Group's aerospace division.
- Help create marketing plans to expand The Loomex Group's presence in the aviation sector.
- Secure airport contracts and projects that align with The Loomex Group's service offerings and expertise.
- Help airport managers develop staff schedules according to specific contracts.
- Manage all airport-related operations to ensure they remain safe, environmentally sensitive, and cost-effective.
- Provide SMS/compliance support at all airports under contract with The Loomex Group.
- Support the business development initiatives of The Loomex Group and the airports that are contracted to the company.
- Support airport managers in regard to airport performance, incident review, SMS, quality assurance, compliance, community relations, capital expenditures, and other related areas.

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- Work with The Loomex Group's vice-president of operations to mitigate risk for the company's contracts through analytical evaluations of exposure.
  - Assist airport managers in the event that an emergency response or the activation of an emergency response plan is needed.
  - Accompany The Loomex Group's vice-president of operations to the airports under contract with the company in order to work with airport managers on strategic initiatives, business development, and compliance programs.
  - Work with airport managers to identify which training is needed to maintain regulatory compliance.
  - Relay airport training needs to The Loomex Group's response and readiness division.
  - Serve as a temporary airport manager on a short-term basis (as needed) if a position is vacant.
  - Travel to various business-related locations across North America (as needed).
  - Keep current with the aviation industry and best practices.
  - Help the vice-president of operations conduct annual professional development reviews of all airport operations staff.
  - Work with The Loomex Group's executive team (as required) regarding airport business interactions.
  - Work with The Loomex Group's compliance division to develop airport manuals and SMS requirements.
  - Lead the development of strategic plans related to the aviation industry, such as airport master plans.
  - Perform other duties or responsibilities as assigned.

### **What you'll bring to the table**

- CM and AAE accreditation from the IAAE (or confirm you are working towards attaining the certifications)
- Restricted ROC-A (or confirm you can and are willing to attain certification)
- Knowledge of the aviation industry and airport operations
- Working knowledge of TP 312E
- Working knowledge of airport SMS requirements
- Working knowledge of the CARs and CASRs
- Experience working in municipal environments, including interacting with CAOs, directors, and councillors

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- Experience in entrepreneurial or business operations
  - Experience in business development, strategic plans, and master plans
  - Experience in leading, developing, and motivating staff
  - Valid class G driver's license
  - A post-secondary degree/diploma in aviation or business or five years of combined equivalent work experience and education
  - Above-average communication skills and conflict resolution skills
  - Excellent written and verbal command of the English language
  - A minimum of five years of experience in people management at airports (either direct reporting or cross-functional management)
  - Demonstrated experience working in a customer-centric environment
  - Knowledge of health and safety regulations and practices
  - An up-to-date knowledge of current Transport Canada regulations and practices
  - Knowledge of computer software, including word processing, spreadsheet, and database applications
  - Knowledge of records management systems used at airports

#### **Qualifications considered an asset**

- Bilingualism (English and French)
- Pilot license

#### **Working conditions**

- The incumbent will be based at The Loomex Group's head office in Peterborough, Ontario.
  - Occasional off-site work will be required, as approved by the vice-president of operations.
- This is a full-time permanent position.
- The incumbent will have a 40-hour work week, which will primarily be Monday to Friday, 8:00 a.m. to 4:30 p.m.
  - Hours may vary and include some evenings and weekends (as needed to meet project deadlines).

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## How to apply

If you are interested in applying for this position, please send your resume and cover letter to [hr@loomex.ca](mailto:hr@loomex.ca).

We are accepting applications until **July 26, 2024**. If you have any questions about this position, please reach out to us using the email address above.

*The Loomex Group provides equal employment opportunities to all employees and applicants for employment. The company prohibits discrimination and harassment of any type without regard to race, colour, religion, age, sex, national origin, disability status, genetics, sexual orientation, gender identity or expression, or any other characteristic protected by federal, provincial, or local laws.*