

# SUPERVISOR, BUILDING TRADES

FULL-TIME | PERMANENT



Regina Airport Authority requires a Supervisor, Building Trades who is responsible for the supervision, leadership and development of the facilities maintenance team while directing their assigned work activities, and overseeing the activity of a wide variety of contractors. The position is accountable to prepare, develop, and maintain ongoing comprehensive preventative maintenance programs and safety checks to ensure ongoing compliance with regulatory requirements and conformance to all building codes, plans and standards. This position is safety focused and requires a high degree of attention to ensuring a safe worksite for both RAA staff and contractors, while coordinating those activities. This position routinely provides support for RAA projects and recommends capital investments for the organization related to its building and facilities.

## ABOUT REGINA AIRPORT AUTHORITY

### Employment at RAA

- Competitive salaries
- Group Health Insurance Plan
- Defined Contribution Pension Plan (7.5% match)
- Personal Wellness Spending Account
- 3 weeks paid vacation leave
- 3 weeks paid sick leave
- 1 week paid personal and family related leave
- Meaningful work that makes an impact
- Career growth and promotion opportunities
- Recognition of employee service anniversaries
- Employee and family events
- Free parking

### Learning and Training

- Robust training program including core, positional and enhanced training
- Encouragement of lifelong learning through education and training opportunities
- Team member review designed to focus on individual career development and ongoing coaching, support and feedback

### Community

- Actively promotes and supports our community through several initiatives including sponsorships.

### Communication

- Town-hall style staff meetings offered during the year
- Frequent communication through several different platforms
- Employee surveys
- Company intranet ("The Portal")

## OUR MISSION

To be an engine of economic activity and social connectivity through air travel.

## OUR VISION

To be Saskatchewan's best airport experience.

## WHO WE ARE

Exceptional people doing an exceptional job every day through demonstrated operational and customer service excellence.

## HOW TO APPLY

Like what you see and think you have what it takes to join our team?

Submit your resume on or before September 2, 2024 by emailing [hr@yqr.ca](mailto:hr@yqr.ca) and quoting the position you are applying for in the subject line. Resumes will be accepted past the initial intake period should the position not be filled.

We thank all applicants for their interest. Only shortlisted candidates will be contacted.

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## RESPONSIBILITIES

- While promoting safety awareness, perform all duties with an ownership attitude in compliance with corporate policies and procedures.
- Assist with ensuring appropriate incident command response procedures are carried out in the event of an emergency.
- Perform all duties and responsibilities in a manner consistent with the company's Mission, Vision, and Corporate Values.
- Respond to operational emergency situations during and after standard hours of work for the purposes of resolving immediate concerns to ensure the safe and efficient operation of the airport.
- Administer the terms and conditions of the Collective Agreement in a fair, firm, and consistent manner.
- Ensure department's activities comply with all legislated regulations and corporate policies and procedures.
- Promote good relations and communication between departments.
- Supervise, motivate, and assign the work activities of department team members.
- Support recruitment, training, development, and performance management including conducting team member reviews and progressive discipline.
- Assist management in the formulation of operational budgets and direct the purchasing of maintenance supplies and equipment.
- Complete all work and meet pre-determined objectives within budgetary, resource, and time constraints.
- Provide project management and development of project documentation.
- Maintain shop inventories and purchase parts and supplies.
- Ensure adherence to all applicable Canadian Aviation Regulations (CARs) and Aerodromes Standards and Recommended Practices (TP 312).
- Conduct site inspections to identify issues and deficiencies that need to be addressed.
- Perform and oversee the maintenance of car wash systems, baggage systems, airfield and building lighting, electrical, and underground water, and sewer utilities.
- Oversee and support the installation, maintenance, and repair of all operation critical electrical systems, equipment, and components including Uninterruptible Power Supplies (UPS) and main electrical service and distribution.
- Monitor and follow-up with departmental staff and third-party contractors to ensure work is completed in a timely and efficient manner and is completed within established timelines.
- Perform, monitor, maintain and oversee preventative maintenance system while ensuring records are accurate and up to date.
- Assemble, repair, and arrange furniture, machinery, and equipment as per manufacturer's manuals and specifications and in conjunction with the building's layout.
- Ensure compliance with the Federal Halocarbon Reporting (FHR) program.
- Oversee and support departmental staff with regular preventative and emergency maintenance on all mechanical, electrical, and structural systems and equipment.
- Oversee and support the installation, maintenance and repair of building infrastructure including equipment, electrical, plumbing, carpentry, and mechanical systems.
- Read and interpret equipment manuals and work orders to perform required maintenance and service.
- Provide input into on-site decisions regarding solving problems, meeting regulatory requirements, and achieving department objectives.

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- Identify hazards and recommend appropriate action to eliminate or control employee exposure to hazards.
- Oversee, assemble, and repair furniture, machinery, and equipment as per manufacturer's manuals and specifications.
- Assist other departments with projects or initiatives related to building systems.
- Oversee the operation of the building automation system.
- Perform Airport Compliance Plan inspections of airfield electrical.
- Serve as backup to distribute submitted Work Control Requests.
- Work with management to improve policies and procedures.
- Collaborate with other departments on the completion of projects and duties.
- May be required to perform the duties of those you supervise.
- Ensure safe storage of supplies respecting WHMIS and Federal Halocarbon Regulations.
- Contribute to and support corporate events, initiatives, and internal committees.
- Participate in the annual corporate insurance review as it relates to the department's activities.
- Participate in regulatory and corporate prescribed training and development activities.
- Understand and comply with all Corporate Policies and Procedures.

## EDUCATION AND PROFESSIONAL EXPERIENCE

- Certified trade designation (Journey person) or recognized post secondary education related to the management or oversight of trades workers through general contracting.
- Minimum of five (5) years of maintenance related work experience.
- Minimum of three (3) years supervisory experience in a related field.
- Budgetary oversight and/or business experience would be desired.
- Equivalent combination of education and experience would be considered.

## REQUIREMENTS

- Strong communication, organizational and interpersonal skills to professionally manage a multitude of tasks in a customer focused environment.
- Ability to grow and maintain positive professional relationships with corporate departments, key business partners and team members.
- Capable of performing within a transparent work environment where collaborative relationships are encouraged, and varied opinions are respected.
- Strong awareness and commitment to a healthy and safe working environment.
- A self-directed analytical person who possesses strong organizational, verbal, and written communication skills, with the demonstrated ability to work independently and collaboratively as a positive team member.
- Results oriented with the ability to effectively manage multiple priorities with conflicting demands and timelines while being accurate and detail oriented.
- Proven supervisory skills.
- High degree of resourcefulness, flexibility, and adaptability.
- High level of independent judgment, discretion, problem-solving skills, and the ability to develop conceptual alternatives.
- Knowledge of building trades, electrical monitoring systems, building fire suppression and airport systems related to building mechanical, electrical, and structural with the ability and skill to perform repairs to all mechanical and structural systems.

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- Knowledge of and the ability to interpret and implement applicable regulations and codes such as National Building Codes, Canadian Electrical Code, Aerodrome Standards and Recommended Practices, Provincial Boiler and Pressure Vessel, Provincial Elevating Device Codes, and the City of Regina Backflow Prevention requirements.
- Experience dealing with billing issues and handling employee concerns.
- Established ability to work within predetermined limits and in accordance with procedures.
- Computer literate with Microsoft based applications.

## RATE OF PAY

As per the collective agreement:

- Band: 8
- Rate of Pay: \$44.45 - \$48.54

40 hour work week.

**\*\*\*Please note, the rate of pay shown above is subject to increase with collective bargaining late summer 2024.**

## CONDITIONS OF EMPLOYMENT

- No previous criminal background for which a pardon has not been granted.
- A clear pre-employment National Criminal Record through Regina Airport Authority's background screening process.
- Ability to secure and maintain a Transportation Security Clearance, Airside Vehicle Operators Permit (AVOP), and an Industry Canada Aeronautical Radio Operators Certificate within the prescribed employment probationary period.
- Assessed as Fit for Work through the pre-employment medical examination.
- Possession of a valid Saskatchewan Class 5 driver's license or equivalent with a clean driver's abstract.