



## Careers

### Airport Duty Manager

Join our dynamic team at Kelowna International Airport! Long-term growth leads to business success — and here at Kelowna International Airport – YLW we welcome team members who can help push our vision forward. We're currently searching for an experienced Airport Duty Manager for this all-encompassing role that deals with all aspects of daily operations at the Kelowna International Airport. This position ensures compliance with established airport operational, environmental, safety and security policies and procedures with both airport staff and tenants – which have direct impacts on the airport's ability to meet its Airport Certification obligations to Transport Canada. The position is also responsible for the management of airport operational systems-processes and procedures, and the evaluation and documentation of service for quality assurance.

Help YLW continue to be an *Airport of the Future*. Our diverse and dynamic team strives to innovate to make things better, work as one team, serve proudly, and lead responsibly. The incumbent works in close collaboration with our operations team, management, tenants, contractors and a wide network of internal and external contacts and partners.

You have a post-secondary diploma in Business Administration or related field, plus five (5) years of directly related experience in airport operations, aviation or a related environment, including airport operational systems monitoring experience. Previous project management experience or experience working at a federally regulated airport or within a Canadian airport authority is an asset.

You have a thorough knowledge of airport operations, including airside, terminal, and groundside functions such as emergency response procedures, incident command systems and airport security protocols. You are familiar with Canadian Aviation Regulations, Canadian Aviation Security Regulations and Aerodrome Security Measures, and Notice to Airmen (NOTAM). You can assess operational issues quickly and make sound, timely decisions under pressure. Strong leadership, conflict resolution, problem-solving and team coordination skills, especially in fast-paced or emergency situations are essential.

Live, work and play in one of Canada's fastest growing cities. Kelowna boasts miles of lake access, public areas and outdoor recreation opportunities, a vibrant downtown and cultural scene, healthy and connected neighbourhoods, and a world-renowned College and University. You're only a quick link to the world via the Kelowna International Airport. Grow your career in an organization that supports employee work-life balance, and career and professional development. The annual salary for this exempt position ranges from \$97,500 to \$110,500 (salary range currently under review), depending on qualifications and experience. Most candidates can expect to start in the lower to mid-range of this scale, with opportunities for salary growth based on performance and tenure. In addition to the base salary, we offer comprehensive employer-paid group health benefits, an earned day off program, competitive paid vacation and one of Canada's top pension plans.

**For full position details and to apply online, please visit [kelowna.ca/careers](https://kelowna.ca/careers) by January 8, 2025**