



City of Dawson Creek – Airport Manager

DEPARTMENT:	Major Infrastructure & Development
POSTING DATE:	January 30, 2026
CLOSING DATE:	March 01, 2026
SALARY:	\$114,881 - \$123,039
COMPETITION NO.:	2026-10
HOURS OF WORK:	40 hours per week

Are you passionate about providing first class services to the community? The City of Dawson Creek is looking for an enthusiastic, motivated, strategic professional who shares the same passion, drive and determination as our already exceptional management team to join us as the Airport Manager.

Our Community: So how do our 13,000 residents describe Dawson Creek? First and foremost, a warm and welcoming community that is lots of fun! Located in sunny Northeast British Columbia, our community has an amazing quality of life with something for everyone. For the arts and culture enthusiasts there is the iconic Calvin Kruk Centre for the Arts and the Dawson Creek Art Gallery. The South Peace Community Multiplex houses three incredible facilities: The Ovintiv Events Centre which has hosted a multitude of world-class events ranging from the Under 17 World Hockey Challenge to big name shows such as KISS, Russell Peters and Luke Bryan; the Lakota Agri-plex, an impressive equestrian centre; and the Kenn Borek Aquatic Centre that has an 8-lane lap pool, a leisure pool, sauna, steam room, hot tub and even a climbing wall. There are also two ice arenas, a curling rink, an indoor fieldhouse, numerous outdoor walking trails and multiple sports fields. And then there are the quadding, snowmobiling, boating, skiing, hiking, fishing and golfing opportunities. Dawson Creek has great public and private schools, a top-notch college, and a new \$650 million dollar hospital being built with transportation services for special medical needs. We enjoy our crisp, sunny winters (winter precipitation totals around 25 mm/month) and our almost unlimited daily summer sunshine of up to 17.5 hours.

The Opportunity: We are looking for a highly-motivated, operationally-minded and enterprising individual to join our team to lead the Dawson Creek Regional Airport as the Airport Manager. This Union-exempt management position will be of interest to candidates who enjoy the challenge and rewarding experience of working in public service while ensuring the long-term success of the City's Regional Airport. Reporting to the Chief Administrative Officer, the Airport Manager is responsible for implementing the strategic and operational plans of the City of Dawson Creek for the Dawson Creek Regional Airport (YDQ). This includes managing all operational aspects of the airport and in delivering airport facilities that ensure exceptional safety, service and efficiency that cost effectively meets the needs of airport users.

Key work examples in this role include:

- Develop strategic objectives and long-term planning for the airport.
- Applying for funding programs to support required development and growth of the airport terminal facilities, properties, and services.
- Act as the primary liaison between the City of Dawson Creek and the Dawson Creek Regional Airport's tenants, clients and customers to ensure exceptional customer service.

- Maintain established training standards. Complete and distribute daily briefings and reports.
- Plan for the capital and operational budgets on a yearly basis working closely with the City Finance Department and other departments and manage and administer the daily operational expenditures and revenues effectively.
- Work with the General Manager of Major Infrastructure & Development on capital project planning, implementation and completion.
- Manage all aspects of staffing including recruitment and selection, scheduling to maintain proper operational coverage, supervision, coaching and developing, performance management and all other people management practices.
- Identify operational strengths and weaknesses and take action to improve service delivery. Ensure that all client and staff complaints, problems and requests are effectively resolved in a timely manner.

Requirements:

- Knowledge of techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- Effectively use modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.
- Ability to self-organize work and priorities, work under pressure due to the frequency of interruptions and to work with limited supervision.
- The ability to perform all of the duties outlined in a safe manner following established Facility Procedures, Occupational Health and Safety Rules, Violence in the Workplace Policies and WorkSafeBC Regulations, i.e. WHMIS, T.D.G.
- Willingness to work irregular hours and attend to serious operation incidents after hours.

In addition to the above requirements, the position requires the following:

Regulatory and Technical Knowledge:

- Transport Canada Aviation Regulations (CARs) Part III.
- TP312 – applying and interpreting the Aerodromes Standards and Recommended Practices to manage runway conditions, lighting, and markings.
- Safety Management System (SMS) – SMS principles, risk management, and emergency response planning.
- Runway Condition Reporting – Global Reporting Format (GRF) and runway condition reporting.
- Familiarity with airport certification requirements, emergency response planning, wildlife management, and airside operations.
- Knowledge of NOTAMs, runway inspections, winter operations, and airfield maintenance practices.

Certifications and Security:

- Ability to successfully obtain and maintain a Restricted Area Identity Card (RAIC).
- Ability to obtain and maintain an Airside Vehicle Operator's Permit (AVOP).

- Restricted Operator Certificate with Aeronautical Qualification (ROC-A) issued by Industry Canada.
- A valid Class 5 or higher driver's license (often with air brake endorsement).

Key Competencies:

- Strong supervisory skills.
- Experience with budget preparation, capital planning, grants, and financial oversight.
- Ability to manage contracts, consultants, and regulatory inspections.
- Experience with airport certification requirements, inspections, and compliance audits.

Candidates should submit a résumé by emailing a pdf or word document to resumes@dawsoncreek.ca, with the job posting name and number in the subject line, by midnight on the closing date referenced above. The City thanks all applicants for their interest; however, only those selected for an interview will be contacted.

The City of Dawson Creek is committed to accommodating persons with disabilities whenever reasonably possible during the selection and employment process. You must be legally entitled to work for any employer in Canada to be eligible for this position. By applying for this position, you are giving permission for the City to contact your previous employers and references.