

## Job Description

**Title:** Operations Manager

**Reports to:** Vice President, in the absence of the Vice President, the Operations Manager will report to the Executive Assistant/HR acting Vice President.

**Summary:** The Operations Manager is responsible for the Flight Operations, Control of Operations and Operational Standards of all aircraft operated. The Operations Manager is responsible for the supervision and organizational function as well as the hiring of crew under the Anderson Air pilot requirements for all aircraft, all new employees orientation, will be performed by HR department. The Operations Manager will be responsible for yearly performance review on the Chief Pilot. The Operation Manager will have ongoing communication with the Director of Maintenance regarding any Aircraft Operational issues. The Operations Manager will also have on going communication with Dispatch regarding crew availability and aircraft operational limitations.

### Job Duties:

The Operations Manager is responsible for safe flight operations. In particular the responsibilities of the position include:

- Control of operations and operational standards of all aeroplanes operated
- The identification of operations coordination functions which impact on operational control (e.g. maintenance, crew scheduling, load control, equipment scheduling)
- Supervision, organization, function and manning of the following:
  1. Flight Operations
  2. Cabin Safety
  3. Crew Scheduling and rostering
  4. Training programs
  5. Flight Safety
- The contents of the Anderson Air Company Operations Manual
- The supervision of and production and amendment of the Company Operations Manual
- Liaison with the regulatory authority on all matters concerning flight operations, including any variations to the Anderson Air's Operator Certificate
- Liaison with any external agencies which may affect Anderson Air operations
- Ensuring that the Anderson Air's operations are conducted in accordance with current regulations, standards and air operator policy
- Ensuring that crew scheduling complies with flight and duty time regulations

- Ensuring that all crew members are kept informed of any changes to the regulations and standards
- The receipt and actioning of any aeronautical information affecting the safety of flight
- The dissemination of aeroplane safety information, both internal and external
- Qualification of flight crew members
- Maintain a current operations library

#### **Requirements:**

- Must hold an airline Transport ATP certificate with appropriate type ratings.
- Hold a first class medical certificate
- Must hold or have held the appropriate license and ratings for which a pilot in command (PIC) to hold for aeroplanes operated.
- Must pass the National OMCOM Examination with Transport Canada written and Oral. Successful completion of the National OMCOM examination constitutes successful completion of (OMTAX) Examination for Operations Manager operating under multiple subparts 703/704 of the CARS
- Managerial skills including selection, coaching and counseling team members, evaluating performance, team building and administration and operational planning
- Communication skills (verbal & written) including an ability to interact with all levels of the organization

#### **Working Conditions:**

The Operations Manager position will require office attendance in order to maintain communication with Management i.e. Vice President, Chief Pilot, and Director of Maintenance. Monthly Management Meetings will be held with Management including President, Vice President, Chief Pilot, Director of Maintenance, Executive Assistant and Marketing Manager. A minimum of Quarterly Operational meetings will be held with the Chief Pilot and Air Crew to keep flight operations informed. Some operations Management duties can be performed off base during flight and working from home when possible.

The scope of work will require a standard working month of up to 20 days. In some cases reduced flying may be required to allow the ability to complete all administrative work without working additional days in the month.