

## Facilities Manager

### **Interested in taking your career to new levels?**

Thunder Bay International Airports Authority is seeking a fast-paced, team oriented, dynamic decision maker to join our management team.

TBIAA offers a positive work environment, competitive compensation and personal development.

### **In the role of Facilities Manager you will be provided with the opportunity to:**

- Work with a dedicated and supportive team
- Develop new ideas, systems and technology
- Work closely with airport tenants, vendors and contractors, government agencies
- Provide exceptional customer service
- Plan, cost, and execute a multi-year capital program.
- Respond and coordinate response to emergency situations
- Develop and manage annual operating budget and departmental finances
- Build professional relationships within the community
- Learn and maintain regulatory compliance in an aviation environment as part of a team
- Create efficient procedures and streamline existing plans with a fresh perspective
- Utilize resources to find efficiencies and structure effective processes
- Implement problem solving strategies using state of the art technologies
- Lead and control multiple projects simultaneously

### **Qualifications:**

- An acceptable blend of education and experience in the managing, operating or constructing of multi-purpose facilities
- Must possess strong computer program skills (examples – Excel, Outlook, other proprietary systems)
- Experience working in a fast-paced environment
- Excellent analytical and technical abilities
- Proven track record of successful task delegation
- Strong leadership skills & control of work processes from beginning to end is essential

- Exceptional communication skills – both oral and written
- Experience developing and implementing policies, plans and procedures
- Detailed oriented
- Excellent facilitation and customer service skills
- Strong risk analysis management, knowledge and experience
- Experienced in automated work order systems
- Superior understanding of quality control and quality assurance

**If you are interested in seeing your career soar, then apply today!**

Please forward your resume, covering letter and salary expectations by **DECEMBER 5, 2017** to:



**Human Resources Advisor**

**Thunder Bay International Airports Authority Inc.**

**340 – 100 Princess Street**

**Thunder Bay, ON**

**P7E 6S2**

**Fax (807) 475-9627**

**E-mail: [hr\\_tairport@tbaytel.net](mailto:hr_tairport@tbaytel.net)**

*The successful candidate will be required to obtain an airport restricted area identification card, airport vehicle operator permit and possess a valid Ontario driver's license. Candidate must also be available to respond to after-hours emergency calls.*

*We thank all applicants. However, only qualified candidates will be contacted.  
No telephone calls please.*