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Administration régionale KATIVIK Regional Government
KATIVIK P.O. Box 9 KUUJJUAQ (QUÉBEC) CANADA J0M 1C0

JOB OPPORTUNITY

The Kativik Regional Government (KRG), a supra municipal body with jurisdiction over the territory located north of the 55th parallel, is now looking for a self-motivated and dynamic individual interested in joining the KRG to work in the capacity of:

Communicator
(Permanent full-time position)

Under the supervision of the Coordinator of Airport Operations and Maintenance and the Assistant-Coordinator, the Communicator (COM) works in a Community Airport Radio Station (CARS) located at the Puvirnituq Airport. The COM provides the community with aviation support through radio communication and serving as the primary KRG Transport representative in the community. Ensuring industry regulatory compliance by following and reporting daily on various operational directives and procedures to ensure the operational integrity of the airport and its various systems. COM duties include but are not limited to:

- Communicate with pilots and vehicle operators, to provide information on air traffic, runway conditions, emergency situations and other information, as requested or required;
- Assist airport maintainers with inspecting and reporting runway surface conditions through SNOWIZ, the NAV Canada web-based computer software;
- Perform daily, weekly and monthly inspection reports on the serviceability of various airport systems and equipment as scheduled by station procedures;
- Compile daily, weekly, monthly statistics on passenger aircraft movements;
- Maintain and monitor manuals for the following regulated airport programs: Safety Management Systems, Wildlife Management Program, Emergency Response, Airport Security Program and Airport Operations Manual
- Assist in disseminating information and monitoring airport programs such as Airside Vehicle Operation Program (AVOP), Foreign Object Debris (FOD),
- Assist the airport maintainer in the maintenance of inventory levels and receiving process of supplies and materials at the airport;
- Ensure the overall operational integrity and cleanliness of the airport and report identified deficiencies back to management for corrective action.

The selected candidate must:

- Possess at least a Secondary 3 diploma (grade 9);
- Possess good judgment, planning and problem solving skills; ability to work under stressful conditions (emergency declared);
- Possess a valid provincial or territorial driver's license and successfully pass the Airside Vehicle Operator's Permit course;
- Demonstrate a high standard of dependability, reliability and safety and have the ability to work independently;
- Written and oral working knowledge of at least two (2) of the following languages: Inuktitut, English and French;
- Possess or obtain a valid Restricted Radio Operator's License issued by Industry Canada;
- Have good knowledge of the Microsoft Office Suite: Word, Excel, Outlook;
- Be available to attend and pass an intensive on-the-job training period of 2-3 weeks at the designated airport to receive site-certification from an authorized trainer-evaluator.

Be willing to work on a rotating shift schedule 7 consecutive days, 10 hours per day / 7 consecutive days off and occasionally work over-time to accommodate irregular airport operations (will cover medivacs/ winter operations/contractors and infrastructure projects)

Place of work:	Puvirnituq
Salary:	Min.: $40 959 yearly – Max. $67 844 yearly (Class 6)
Other benefits:	Cost of living differential: minimum of $10 032/year Food allowance: minimum of $5 270/year Annual leave trips: minimum of three Simplified Pension Plan: 6% employer, 4% employee Group insurance Vacation: 20 days/year Statutory holidays: 18 days

Please submit your resume before 5:00 p.m. on September 28th, 2023 to:

Kativik Regional Government
P.O. Box 9
Kuujjuaq QC J0M 1C0
Fax: 819-964-2975
Email: humanresources@krg.ca

The KRG is an equal opportunity employer. In accordance with this and with the James Bay and Northern Québec Agreement, conditions may vary to promote the employment of Inuit candidates.

Only candidates selected for an interview will be contacted