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Administration régionale KATIVIK Regional Government
P.O. Box 9 KUJJUAQ (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- Night shift)

Under the supervision of the Airport Manager, the Communicator (COM) works in a Community Airport Radio Station (CARS) located at the Puvirnituk 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 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 night shift schedule: 4 weeks of work (10 hours per day, every day) / 4 weeks off paid leave

Place of work: Puvirnituk
Salary: Min.: \$43 348 yearly – Max. \$71 800 yearly (Class 6)
Other benefits: Cost of living differential: minimum of \$10 033/year
Food allowance: minimum of \$6 535/year
Annual leave trips: minimum of 3
Simplified Pension Plan: 6.25% employer, 4% employee
Group insurance
Vacation: 20 days/year
Statutory holidays: 20 days

Please submit your resume to:

Kativik Regional Government
P.O. Box 9
Kuujuaq 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