

1. IDENTIFICATION

Position No. 15-13153	Job Title Pass Control Officer	Supervisor's Position 15-05008
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Department Economic Development & Transportation	Division/Region Airport	Community Iqaluit	Location Headquarters
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Freebalance Coding:

2. PURPOSE

Main reason why the position exists, within what context and what the overall end result is.

Reporting to the Manager, Security Operations, the Airport Pass Control Officer manages the Iqaluit International Airport Pass Control Office in accordance with the Federal Aeronautics Act, and the Canadian Aviation Security Regulations and associated Measures, to ensure regulatory compliance. This position is a frontline position which involves continuous involvement with all stakeholders at the airport. The incumbent must be able to multitask and work independently without supervision.

3. SCOPE

Describe the impact the position has on the area in which it works, or if it impacts other departments, the government as a whole, or the public directly or indirectly. How does the position impact those groups/individuals, the organization and/or budgets? What is the magnitude of that impact?

- The position is located at the Iqaluit International Airport and the incumbent is custodian of all Transportation Security Clearances and Restricted Area Identification documents.
- All four hundred full time and part time airport personnel working at Iqaluit Airport require security clearances and credentials. Without the support of the Airport pass Control Office personnel would be unable to work in restricted areas at the airport.
- Given the sensitivity and security classification of the transportation security clearance documents they are subject to quarterly detailed audit by Transport Canada security inspectors. Failure to maintain the system in accordance with the Regulations and measures can result in severe monetary penalties from the Regulator.

4. RESPONSIBILITIES

Describe major responsibilities and target accomplishments expected of the position. List the responsibilities that have the greatest impact on the organization first and describe them in a way that answers *why* the duties of the position are being performed. For a supervisory or management position, indicate the subordinate position(s) through which objectives are accomplished.

Provide receptionist and clerical support

- Proper filing of all information gathered and maintaining confidentiality;
- Liaise with all stakeholders of the Aerodrome and Transport Canada Inspectors concerning proper enforcement of legislation;
- Collect and control all monies received for administration of various applications and vehicle registration;
- Administer the Transport Canada Airport Restricted Area Access Clearance Program;
- Ensures forms are properly filled out with all pertinent information. Ensures that all completed applications are rechecked and photocopied before sending the original to the Security Screening offices of Transport Canada. The copy is kept on file under the applicants name in the pass office. A list of all applications sent and the date sent are kept on file in the Pass Office.

Administer the Transport Canada Restricted Area Pass Systems and operate the airport Computerized Pass System (Data Card)

- Enrolment of airport personnel
- Manage RAIC cards:
- Issue cards (print, activate, cancel, retrieve, renew, destroy, and track usage)
- Blank cards (store, count inventory, report usage)
 - Administer and synchronize airport Access Control System
 - Daily RIN White list updates for Handheld Readers
 - Daily import of TSC data into RAIC airport database
 - Daily Backup of RAIC airport database
 - Review and manage RIN anomalies
 - Print reports as required (ex: RIN Blacklist)
- Maintain RAIC equipment
 - Enrolment station and peripherals
 - Airport firewall (shared with CATSA)
 - Wall mounted biometric readers and cabling
- Use CATSA Service Desk
 - Report and troubleshoot problems
 - Management of consumables (batteries, printer ribbons, blank cards)

Record the issuance and return of airport keys

- Tracking and retrieval of all keys issued by the aerodrome
- Perform quarterly audits of all keys not issued
- Perform updates as required of key registry
- Provide Transport Canada with updated list of all Restricted Area keys issued

Maintain Airside Vehicle Operator permit (AVOP) records

- Administer AVOP examination and arrange Airside driving test
- Input AVOP records into RAIC system

Administer Airside Vehicle Registration Program

- Recording and tracking of vehicle registrations for airside access
- Yearly audit and notification of renewal for all tenants of the aerodrome

Provide information service for staff, tenants and travelling public

- Provide assistance to staff, tenants and airport users in the completion of the required documentation.
- Following up with the regulator in obtaining individuals clearances.
- Performs other duties as assigned.

5. KNOWLEDGE, SKILLS AND ABILITIES**Describe the level of knowledge, experience and abilities that are required for satisfactory job performance.**

Knowledge identifies the acquired information or concepts that relate to a specific discipline. *Skills* describe acquired measurable behaviours and may cover manual aspects required to do a job. *Abilities* describe natural talents or developed proficiencies required to do the job.

These requirements are in reference to the job, not the incumbent performing the job.

- Working knowledge of:
- Applicable legislations such as the Aeronautics Act, Aerodrome security measures and Canadian Aviation Security Regulations;
- Canadian Air Transport Security Administration, Restricted Area Access System and biometric systems;

This Knowledge is normally acquired through on the job training and self study of applicable legislation.

Condition of employment:

- Criminal Record Check-no convictions or a pardon had been granted; and
- Government of Canada, Level II Secret Clearance

Skills:

- Significant experience of a progressively more responsible nature in managing a complex unit in an airport environment;
- Knowledge of management concepts, principles and techniques;
- Knowledge of applicable Acts, Regulations standards and policies governing airport security operations;
- Knowledge of air carrier and general aviation industry;
- Ability to communicate effectively both orally and in writing
- Ability to coordinate and direct meetings with diverse membership;
- Personal suitability's include effective interpersonal skills, tact. Diplomacy, confidentiality, initiative, motivation, flexibility, and judgement.

Equivalencies consisting of a combination of education, knowledge, skills and abilities equal to the formal education and experience requirements will be considered.

6. WORKING CONDITIONS

List the unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent. Express frequency, duration and intensity of each occurrence in measurable time (e.g. every day, two or three times a week, 5 hours a day).

Physical Demands

Indicate the nature of physical demands and the frequency and duration of occurrences leading to physical fatigue or physical stress.

Work normally performed in an office setting may result in:

- Short response times to workload varying from simple to complex;
- Longer than normal work days once a week;
- Daily work load, clients and the public;
- Sitting daily at a desk;
- Daily keyboarding for extended periods; and
- Daily reading reports or looking at a computer monitor for many hours during the day.
- Work performed away from the office may result in exposure to:

Environmental Conditions

Indicate the nature of adverse environmental conditions to which the jobholder is exposed, and the frequency and duration of exposures. Include conditions that increase the risk of accident, ill health, or physical discomfort.

- Frequent exposure to winter temperature extremes in a harsh environment when temperatures drop to in excess of -50C;
- Winter blizzards lasting for days disrupting work and travel schedules;
- Infrequent exposure to mosquitoes in summer months when travelling outside of the office; and
- Exposure to constant loud noises and vibrations.

Sensory Demands

Indicate the nature of demands on the jobholder's senses. These demands can be in the form of making judgments to discern something through touch, smell, sight, and/or hearing. It may include concentrated levels of attention to details though one or more of the incumbents' senses.

- Daily extended periods of reading reports or looking at a computer screen;
- Daily extended daily periods of keyboarding; and
- Daily assessment of verbal indicators, body language and other non-verbal indicators when responding to queries or gathering information.

Mental Demands

<p>Indicate conditions within the job that may lead to mental or emotional fatigue that would increase the risk of such things as tension or anxiety.</p> <ul style="list-style-type: none"> • Day to day public, co-worker and employee demands; • Extended periods of concentrating on and responding to many complex and ever evolving issues with individuals, communities and committees; and • Months of working and living during seasonal continuous darkness or light encountered in northern latitudes.

7. CERTIFICATION

<p>_____ Employee Signature</p>	<p>_____ Supervisor Title</p>
<p>_____ Printed Name</p>	<p>_____ Supervisor Signature</p>
<p>_____ Date</p>	<p>_____ Date</p>
<p>I certify that I have read and understand the responsibilities assigned to this position.</p>	<p>I certify that this job description is an accurate description of the responsibilities assigned to the position.</p>
<p>_____ Deputy Head Signature</p>	
<p>_____ Date</p>	
<p>I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.</p>	

8. ORGANIZATION CHART

Please attach Organizational Chart indicating incumbent’s position, peer positions, subordinate positions (if any) and supervisor position.

“The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position”.