

**Position: OCC Coordinator**

**Work location: Montreal Saint-Hubert Airport (YHU)**

**Department: Operations Control Center (OCC)**

**Status: Full-time – Rotating shifts (day, evening, night, weekends)**

**Immediate Supervisor: OCC Duty Manager**

## **About YHU Terminal**

YHU Terminal is a partnership between Porter Aviation Holdings and Macquarie Asset Management to develop and operate a new state-of-the-art passenger terminal at MET - Montreal Metropolitan Airport in Saint-Hubert. The private Terminal operator offers modern facilities that will eventually welcome up to four million passengers a year.

## **Mission**

The Operations Control Center (OCC) Coordinator supports real-time monitoring and coordination of airport operations. He/she ensure effective communication among key stakeholders, assist in managing operational events, support the Duty Manager's decisions, and help maintain the safety, fluidity, and continuity of airport activities.

## **Key Responsibilities**

- Assist the Duty Manager in coordinating daily airport operations.
- Ensure effective and timely communication between airport stakeholders (ATC, maintenance, NAV Canada, security, airlines, ground services, snow removal, etc.).
- Assign aircraft to gates or parking positions based on operational priorities and airport capacity, while minimizing congestion and ensuring apron fluidity. Also, responsible for real-time reassignment of check-in counters, baggage drop belts, and baggage delivery belts as needed.
- Receive, relay, and log relevant operational information (aircraft movements, weather conditions, incidents).
- Identify and report any operational irregularities or disruptions and follows up as needed.
- Update operational statuses in coordination systems (e.g., FIDS, dispatch platforms, surveillance tools).
- Support the initial management of safety or security incidents under the guidance of the Duty Manager.
- Participate in emergency drills and internal training sessions (SMS, ERP, BCP).
- Produce real-time and post-event incident reports.
- Contribute to the continuous improvement of OCC procedures.

## **Job Requirements**

- College degree in aviation, logistics, operations, or related field (asset).

- Experience in an airport environment or operational coordination.
- Fluency in both English and French (spoken and written) is required.
- Knowledge of Canadian Aviation Regulations (CARs), Safety Management Systems (SMS), and emergency/continuity planning (ERP/BCP) is an asset.
- Strong analytical, communication, and prioritization skills, including in emergency situations.
- Ability to work under pressure in a 24/7 environment.
- Ability to work on rotating shifts, including nights, weekends, and holidays.
- A neat and professional appearance, in accordance with company standards, is required at all times.
- Holder of, or eligible for, a Restricted Area Identity Card (RAIC).
- Must obtain a Restricted Operator Certificate – Aeronautical (ROC-A).
- Valid driver's license (Class 5).