



The Observer / Communicator provides aviation support services to pilots, air carriers and the general public in accordance with the operational requirements established by NAV Canada and other authorities.

JOB OPENING

Internal / External Posting

OBSERVER / COMMUNICATOR

Public Safety Department – Airport Services

KEY RESPONSIBILITIES

- Monitor weather at Airport as per Environment Canada guidelines; produce and transmit reports
- Observe, record, and transmit aviation weather data, including hourly and special reports as needed
- Perform daily maintenance and operation of all meteorological compound
- Ensure quality assurance of all observed and transmitted meteorological data
- Make operational decisions and report current or potential air traffic hazards
- Transmit flight plans and notifications received by radio, phone, or in person to the designated FSS
- Relay flight information and potential hazards to the FSS and pilots during approach, landing, and takeoff
- Monitor the status of navigational aids, including Non-Directional Beacons (NDB)
- Update aeronautical publications and compile reports such as daily aircraft movement form
- Keep the contract holder informed of relevant details
- Operate station equipment (radios, weather instruments) and perform routine checks per CARS-1 and NAV Canada procedures
- Submit a monthly written performance report of the station
- Prepare special reports during low-visibility conditions
- Perform other related tasks as requested

QUALIFICATIONS

- High School Diploma
- Specialized training in accordance with NAV Canada regulations
- 1 year or less of relevant experience
- Fluency in Cree and English, French an asset
- Strong communication, judgement, and problem-solving skills
- Knowledge of safety precautions and standards
- Working knowledge of computers and Microsoft Office products

ADDITIONAL INFORMATION:

- Lodging will be provided for the selected applicant if they are not a resident of the community
- Work hours may be required during emergencies and on weekends

Status: **Six (6) Month Contract / 35 hours a week**
Subject: **Three (3) Month Probation**
Salary: **\$26.78 - \$40.16**
Regional Disparity Allowance: **\$461.54 / bi-weekly**

Job description available upon request. Please submit your resume by **October 30, 2025**, via email to jobpostings@wemindji.ca or by scanning the QR code, by clicking the link or by mail: Human Resources Department, Cree Nation of Wemindji, 21 Hilltop Drive, P.O Box 60, Wemindji, QC, J0M 1L0