

Job Title:	Air Traffic Control Trainee	Job Category:	Technical Operations
Department/Group:	Air Traffic Control/Airport Operations	Job Code/ Req#:	
Location:	ORIA/CKIA	Travel Required:	Occasional Travel
Level/Salary Range:		Position Type:	Full Time
Job Holder:			

Job Purpose:

Initially responsible for assisting the duty air traffic controller in the efficient provision of aerodrome and approach control service through the receipt, interpretation and dissemination of Air Traffic Service messages. The Job holder is ultimately hired to be formally training in Air Traffic Control procedures in order to become an Air Traffic Control Officer.

Dimensions:

The Air Navigation Services section is responsible for providing Air Traffic Control and Aeronautical Information Service. The Air Traffic Control TMA encompasses over 15,000 sq. miles of Airspace and three Airports two of which are international. The Air Traffic Control Assistant is directly responsible for assisting the Duty Air Traffic Control Officer and input of information pertaining to the daily operations of Air Traffic.

ROLE AND RESPONSIBILITIES

To become familiar with Air Traffic Control (ATC) systems and procedures in preparation for formalized ATC training in Aerodrome and/or Approach control dependent on the ATC unit the job holder is hired for. The post holder will assume a role that assists a team of Air Traffic Controllers as part of the educational process which prepares him/her for ATC training.

The job holder will be responsible for:

- Collection and dissemination of flight data crucial to the conduct of flights
- Collection and updating of Notices to Airmen (NOTAMS) to provide current information to pilots and the on-duty Air Traffic Controller
- Provide assistance to the on-duty Air Traffic Controller in the ATC tower
- Dissemination of Air Traffic Service messages.
- Input of aircraft flight data movement
- Amending ATC Manuals.
- Assisting in any runway activity when required to do so by the ATCO
- Training new officers as necessary.

Qualifications and Education Requirements:

- The post holder must have a sound knowledge of Flight Planning procedures
- The post holder must have a sound knowledge of Cayman Islands TMA and adjacent FIRs Route Structure

- The post holder must have a sound knowledge of procedures relating to Air Traffic Service messages
- The post holder must have a sound knowledge of ICAO Abbreviations and Codes relevant to Air Traffic Services and Aeronautical Information Services
- The post holder must have a basic knowledge of local and international Civil Aviation Legislation
- The post holder must have a sound knowledge of the International Civil Aviation Organization's (ICAO) standards and recommended practices with regards to Aeronautical Information Services and Air Traffic Control.
- The post holder must have a Basic knowledge of airline operations
- Following recruitment the post holder must undergo Basic in-house ATC training which includes aeronautical information services.

Assignment & Planning of Work

The post holder must have the ability to plan ahead, read Flight Plans, use the Aeronautical Fixed Telecommunications Network (AFTN), disseminate ATS messages and communicate effectively, both orally and in writing.

Supervision of others

The ATC Trainee is supervised by the ATC Assistant, duty controller and/or ATC Supervisor during the course of their duties.

Other working relationships

The Air Traffic Control Trainee is responsible for liaison with the following units:

- Adjacent Area Control Centres Kingston, Havana and Central America when instructed by the ATC Assistant or duty air traffic controller for relay of ATS messages.
- Local agencies including Customs, Immigration, Airport Security, Meteorological Service, Aeronautical Information Services, Airport Operations, Airport Maintenance, Airlines, Airport Fire Fighting and Rescue services regarding day to day operation of the Airport and Emergency situations.

Safety Responsibilities

The post holder has the following general safety responsibilities:

- To comply with the relevant safety requirements and procedures outlined in the pertinent Aerodrome Manual and/or any Appendices thereof, including CIAA Safety Management Manual (SMM) and any other duly approved Manuals, Safety Directives, and Safety Advisories;
- To apply system safety measures as required by safety management procedures and instructions;
- To advise the Chief Safety Officer of any safety occurrence or system failure;
- To identify and report any situation of potential risk or concern affecting system safety to the ORIA Airport Operations Control Centre, the CKIA Airport Manager and the ORIA ATC Manager
- Supporting safety audits as and when they occur;
- Supporting safety investigations as and when they occur.

- Complete an approved ICAO/IATA/ACI SMS Course or attend CIAA SMS Training Course each calendar year.

Safety training & education

As per Section 4 .1 of the CIAA SMS Manual (Vol. 2)

Additional notes

Communication and navigation failures have an adverse effect on the efficiency of service that is provided. If and when failures occur, delays are anticipated and air traffic control trainees are required to assist in the day to day operations to help ensure continuity of service as smoothly as possible.

Working conditions

The post is a manned through a shift system on a published monthly schedule. It is a 24-hour a day obligation and the post holder is required to assist during abnormal hours to facilitate the arrival and departure of aircraft during hours of airport closure.

Successful completion of the Basic training and further training modules is a condition of continued employment in Air Traffic Services.

Reviewed By:	Click here to enter text.	Date:	Click here to enter a date.
Approved By:	Click here to enter text.	Date:	Click here to enter a date.
Last Updated By:	CHRO	Date/Time:	24 Jan 2013

Job Holder Signature:		Date:	
Supervisor Signature:		Date:	