Job Title:	**Electronic Engineering Officer**	Job Category:	Technical Operations
Department/Group:	CNS	**Job Code/ Req #:**	
Location:	ORIA	**Travel Required:**	Occasional travel required
Level/Salary Range:	Grade 5	**Position Type:**	Full time
Job Holder:			

Job Purpose:

Provide technical oversight and coordination activites in relation to the installation of new and maintenance of current systems within the responsibility of the Communications Navigation and Surveillance (CNS) Section. Support the CNS Maintenance Program Coordinator and a team of Aviation Electronic Technicians. Carry out planned and corrective maintence of CNS and other electronic equipment owned or operated by the Cayman Island Airport Authority.

Dimensions:

Reporting to the Manager CNS, the post holder is responsible for providing proactive technical and administrative support identifying, addressing or mitigating risks to the Aeronautical Telecommunication Services' safety, efficiency and continuity of service.   This is to ensure that the Communication, Navigation Surveillance and Air Traffic Management (CNS/ATM) systems and other systems under the responsibility of the Cayman Islands Airport Authority's CNS section are compliant with international and national standards and the CIAA's own requirements and operationally available.

ROLE AND RESPONSIBILITIES

- Support the Manager CNS in the execution of projects and other activities involved in the design, planning, installation and maintenance of the CIAA's CNS and other electronic equipment to ensure compliance with the CIAA's Aeronautical Telecommunications System Exposition, local legislation [Civil Aviation Authority Cayman Island (CAACI) and the UK's Air Safety Support International (ASSI)] and international standards and recommended practices as set by the International Telecommunications Union (ITU) and the International Civil Aviation Organization (ICAO).

- Recognize need, identify resources and apply technical knowledge required to integrate, operate and maintain equipment to ensure operational readiness of CNS, ATM, Met and other airport facilities.

- Participate in the development and maintenance of expositions, schematic and engineering drawings, procedures, processes and other technical documentation.

- Coordinate life cycle management of systems and equipment, including ensuring equipment calibration requirements are met, and when system refurbishment and replacement are necessary. Assist with capital costing and operational budget preparations, supplier identification and the procurement of equipment, materials and services.

- Provide regular updates to Manager CNS and CNS Maintenance Program Coordinator of project progress, changes in resource availability (manpower, test equipment, spare and tools), or project /operational risks.

- Provide training and carryout assessment in support of the CIAA's development and qualification program.
- Assist the Manager CNS with the implementation of the Safety Management System (SMS) and Quality Management System (QMS) to ensure that operational safety risks are identified, analyzed, mitigated to a level as low as reasonably practicable.
- Carry out preventative and corrective maintenance as required with the view to ensuring continuous safe operation of all systems within the responsibility of the CNS Section.
- Provide technical evidence in a legal environment.
- May be required on occasion to act as the Manager CNS in their absence.
- Any other CNS duties as required by the Manager CNS.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Bachelor's Degree, HND or an HNC in Electronics Technology, Telecommunications or related discipline,
- Minimum of ten (10) years' experience in aviation electronic engineering and maintenance of communication, navigational and surveillance systems.

PREFERRED SKILLS

- Regulatory knowledge – Must have knowledge of the aviation regulatory structure in general and that of the United Kingdom Overseas Territories in particular with specific reference to:-
  - ✓ The International Civil Aviation Organization (ICAO) standards and recommended practices in Annex 10, and familiarity with the other ICAO annexes, such as Annex 11 and 14.
  - ✓ The UK's Air Navigation (Overseas Territories) Order (AN(OT)O.
  - ✓ ASSI's Overseas Territories Aviation Requirements (OTARs) covering CNS.
  - ✓ Familiarity with the function and requirements of the International Telecommunication Union (ITU).
- Communication - Must be able to understand and give, clear and concise, written and oral instructions, listen attentively and respond by speaking clearly in supervisory level English.
- Interpersonal - Must be able to work with, understand, motivate and communicate with individuals and teams in a high pressure environment.
- Analytical - Must have strong analytical, problem solving and fault-finding skills and be able to identify cost effective solutions.
- Proficient in the use of various electronic tools and test equipment as used in an air traffic engineering environment.
- Computer knowledge with advanced proficiency in Microsoft Office Suite of applications.

ASSIGNMENT & PLANNING OF WORK

Work is assigned by the Manager CNS. The post-holder is responsible for the planning and carrying out of work necessary to support the functions of the CNS section. At any time, the Manager CNS could assign other duties to be undertaken by the post-holder.

SUPERVISION OF OTHERS

The post-holder is responsible for collaborating with the CNS Maintenance Program Coordinator with respect to activities of the maintenance program. Be able to motivate a team of technicians to maintain a high standard of service.

OTHER WORKING RELATIONSHIPS

1. Close liaison with the other CIAA staff, supervisors and the Airport Operations Command Centre.
2. Liaise with external contractors and equipment vendors and suppliers.
3. Liaison with CNS customers including ATC, airlines, the National Met Service, etc..
4. Liaison with the CAACI
5. Liaise with the OFFREG (the Cayman Island Telecommunications regulator) and ICAO when necessary on regulatory matters.
6. Liaison with other CNS Telecommunication service providers, regionally and internationally, when required by the Manager CNS.

SAFETY RESPONSIBILITIES

1. To comply with the relevant safety requirements and procedures outlined in the pertinent Aerodrome Manual, the CIAA Safety Management Manual (SMM) and other duly approved Manuals, Safety Directives and Safety Advisories.
2. To apply system safety measures as required by safety management procedures and instructions.
3. To advise the Manager CNS, and others as stated in departmental procedures of any safety occurrence or system failure and to identify and report any situation of potential risk or concern affecting system safety.
4. Support safety audits as and when they occur.
5. Support regulator audits as and when they occur.
6. Support safety investigations as and when they occur.
7. Complete CIAA SMS Training Course each calendar year.
8. Attend other training courses as required by the Manager CNS

SAFETY TRAINING AND EDUCATION

As per Section 4.1 of the CIAA SMS Manual Vol.2

ADDITIONAL NOTES

The provision of Aeronautical Telecommunication Services, in the Cayman Islands falls under the Cayman Islands Airports Authority whose responsibility is to ensure safe, efficient, and regular aircraft operations in the Territory. Aeronautical Telecommunication is an integral part of safe aircraft operations, which requires personnel that are technically qualified to ensure that the ATS equipment is adequately installed, maintained and operational at all times.

Post-holder shall adhere to acceptable standards as required by the CNS unit procedures, as well as any other appropriate policies. They will have decision-making authority and control in regard to CNS technical matters delegated to them by the Manager CNS.

WORKING CONDITIONS,

Working conditions are normal office hours. Post holder will be required to work outside of normal working hours from time to time including at weekends, public holidays and nights. Outdoor work and travel to the sister Islands will be required.

Travel outside the Cayman Islands may also be required.

Valid driver's license, passport and USA Visa is required.

The job holder will be expected to attend and successfully complete approved training courses from time to time to ensure the currency of his/her technical and operational knowledge.

Job retention is dependent on successful completion of job-specific training and having a permit to work in the Cayman Islands.

Works as part of a team and must work cooperatively.

Reviewed Accepted by the Employee:		Date:	Click here to enter a date.
Approved by Chief or Manager:		Date:	Click here to enter a date.
Updated & Filed by HR Dept.:	CHRO:	Date/Time:	