



Job Title:	Airport Security Officer	Job Category:	Security
Department/Group:	CKIA Operations	Job Code/ Req#:	44.1
Location:	CKIA	Travel Required:	No
Level/Salary Range:	Grade 2	Position Type:	Full Time

Job Holder:

Job Purpose:

To provide security surveillance of persons and property at airports in the Cayman Islands in order to prevent any act of unlawful interference against civil aviation in the Cayman Islands.

Dimensions:

The security unit is responsible for carrying out and enforcing security policies dictated by the CIAA as per local and international requirements. Also this unit is responsible for ensuring the proper operation of all vehicular traffic operations. The post holder works as part of a team, on a shift or usually 4 or 5 persons whose primary responsibilities are to provide surveillance of persons and property at airports in the Cayman Islands, in order to prevent any act of unlawful interference against civil aviation in the territory. Additional responsibilities include ensuring a safe and orderly flow of vehicular traffic.

ROLE AND RESPONSIBILITIES

- Patrol airport buildings and airside & landside areas and provide surveillance so as to prevent acts of unlawful interference against Civil Aviation, in accordance with requirements of the C.I. National Aviation Security Programme.
- Provide access control of vehicles and personnel at all entry points in accordance with established procedures.
- Provide crowd control at airports, especially during airfield and airport events or emergencies.
- Report breaches of airport security policies and airport regulations to the appropriate authority.
- Provide vehicular traffic control and associated services at the airport including attending car parks, dispatching public transport, monitoring roadways.
- In the event of an accident or incident on the landside or airside, the Officer will secure the site and remain on site until such time as he/she is relieved.
- Conduct primary screening of passengers and luggage utilizing either physical (pat-down) search methods or assisted by use of electronic means. (X-Ray, hand-held wands).
- Conduct a hand search of bags and baggage as required.
- Inform the security supervisor when dangerous items are removed from bags and baggage.
- Any other duties that may from time to time be assigned to the post holder

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- A sound basic secondary education is necessary.
- Experience in police or other security is highly desirable.
- Have ability to work long hours on shift as necessary.
- Display good customer service skills.
- Pass vision test for colour blindness.
- Pass initial pre-screening test.

PREFERRED SKILLS

- Teamwork
- Ability to work long hours on shift as necessary.
- Ability to lift items over 60 pounds in weight
- Verbal & written / electronic Communication
- Customer service focus, and the ability to remain calm when under pressure.

ASSIGNMENT & PLANNING OF WORK

Assignment of duties follows established policies and guidelines. The Security Supervisor in association with the Airport Manager plans shift assignment.

SUPERVISION OF OTHERS

The post holder does not supervise other staff but is responsible for ensuring the proper flow and conduct of the general public and staff members at the Airport, in accordance with established policies.

OTHER WORKING RELATIONSHIPS

- The post holder is required to liaise regularly with other sections, especially during airport emergencies.
- Liaison with Police, Immigration and Customs is required.
- A large percentage of the post holder's time involves dealing with the public.

SAFETY RESPONSIBILITIES

The post holder has the following 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 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 and to identify and report any situation of potential risk or concern affecting system safety;
- Supporting safety audits as and when they occur;
- Supporting safety investigations as and when they occur; and
- 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

- The post holder has authority in deciding on procedural matters relating to the effective implementation of security policies and airport regulations.
- Matters of policy would require the post holder to consult a senior officer.
- Reference policies are laid down in airport regulations and security manuals

WORKING CONDITIONS

Abnormal hours on a shift basis, outdoors at times.

Agreed:

Employee:		Date:	
Chief/Manager:		Date:	