



Cayman Islands Airports Authority

<b>Job Title:</b>	<b>Aeronautical Information Service Officer/Meteorological Observer</b>	<b>Job Category:</b>	Technical Operations
<b>Department/Group:</b>	Airport Operations (CKIA)	<b>Job Code/ Req#:</b>	41.1
<b>Location:</b>	CKIA	<b>Travel Required:</b>	No
<b>Level/Salary Range:</b>	Grade 2	<b>Position Type:</b>	Full Time
Job Holder:			
<b>Job Purpose:</b> <p>To provide Aeronautical Information Services within the Cayman Islands, collect fees owed to the Cayman Islands Airports Authority from aircraft operators who are not billed on a monthly basis, and to assist the Duty Air Traffic Controller during the course of a working shift.</p> <p>To accurately observe, record and disseminate hourly meteorological conditions, observe conditions for flight planning purposes and for preparing weather forecasts for public safety and general interest.</p>			
<b>Dimensions:</b> 			
<b>ROLE AND RESPONSIBILITIES</b> <ul style="list-style-type: none"> <li>• Review, accept, reject and transmit flight plans, repetitive flight plans and other relevant ATS messages to ensure the safety of flight.</li> <li>• Provide in person and telephone briefing</li> <li>• Prepare NOTAMS for pre-flight briefing.</li> <li>• Compile, process and disseminate NOTAMS after receipt of NOTAM Request from relevant source.</li> <li>• Collect, record and distribute aeronautical information.</li> <li>• Enter departing passenger data from general declarations for monthly billed clients in billing system for passenger fee collection and statistical purposes.</li> <li>• Prepare and verify invoices for clients who are not billed monthly.</li> <li>• Collect landing, parking, air navigation and airport user fees from clients who are not billed monthly and submit to Finance Dept. to ensure the CIAA receives all monies due it.</li> <li>• Ensure current charts are displayed and updated as required.</li> <li>• Report errors in aircraft movements to Air Traffic Control for corrective action, to ensure that an accurate listing is available for statistical and billing purposes.</li> <li>• Assist the Duty Air Traffic Control Officer.</li> <li>• Handle Aeronautical Services for airfield at Little Cayman.</li> <li>• Record incidents and issues.</li> <li>• File daily data and reports.</li> <li>• Amend aeronautical documents and maintain inventory of office supplies.</li> </ul>			

- Accurately observe, record and disseminate meteorological elements on an hourly basis to ensure the latest aerodrome conditions are available locally.
- Enter weather observation data in computer for climate and statistical analysis.
- Monitor all equipment to ensure accurate transmission and readings.
- Any other duties assigned within the post holder's training and capabilities.

#### **QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- The post holder must be a graduate of an accredited High School or equivalent and possess 'O' level passes or equivalent in Mathematics, English, Geography and ideally Physics.

#### **PREFERRED SKILLS**

- No prior experience is required for the job and on the job training is provided.
- The post holder must be a graduate of an accredited Meteorological School, which may be obtained after commencing employment.
- The post holder must have a basic knowledge of Aeronautical Information, which may be obtained after commencing employment.
- Basic computer skills in Microsoft Word, Excel and Outlook
- Ability to prioritize tasks is essential, as is the ability to remain calm under stress.
- Once trained, the post holder must be able to execute policies and procedures that ensure aircraft safety.
- Be able to work on a shift basis which may be unsupervised at times.

*Successful completion of Basic and Flight Planning Procedures Training is mandatory for continued employment in this post.*

#### **ASSIGNMENT & PLANNING OF WORK**

The post holder must have the ability to deal with pilots and issue accurate pre-flight briefings. This requires an awareness of priorities. It is imperative that the lines of communication between adjacent AIS/ATC units be kept open at all times. Essential information regarding the operation of the airports within the Cayman Islands and adjacent airspace must be kept current. The daily operation of aircraft movements to and from each airport necessitates transmittal of Aeronautical Information messages via the Aeronautical Fixed Telecommunications Network (AFTN) in an efficient manner. The individual manning the Aeronautical Information Service Office must ensure the accuracy of these messages along with the preparation of invoices and collection of aeronautical fees for all operators who are not monthly billed clients, prepare accurate information for the transmission of NOTAM as required in a timely manner, and take and record hourly weather observations.

#### **OTHER WORKING RELATIONSHIPS**

The Aeronautical Information Service Officer is responsible for liaising with the following units:

- Other CIAA departments
- Adjacent ATS units to ensure proper exchange of aviation messages.
- Military and Law Enforcement Agencies
- Local Customs, Immigration, Airport Security, Police, MRCU and the Fire Service.
- The Cayman Islands National Weather Service.
- Local Handling Agents
- Other regional AIS units and International Flight Plan Agencies.
- Aircraft operators and local handling Agents
- Civil Aviation Authority of the Cayman Islands (CAACI)
- External equipment and service providers

#### SAFETY RESPONSIBILITIES

The Flight Information Services Supervisor 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
- Support safety Audits as and when they occur;
- Support 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

Pursuant to Section 4.1 of the CIAA SMS Manual Vol. 2

#### ADDITIONAL NOTES

1. The Aeronautical Information Services section of the Cayman Islands Airports Authority is responsible for providing information necessary for the safe conduct of flight. The accuracy of information is crucial and must be updated regularly to ensure correctness. This unit also handles collection of payments for Services provided by the CIAA.
2. This unit also generates all flight statistics.
3. **Additionally, the AIS unit at CKIA is responsible for making hourly weather observations, and transmit them to the Cayman Islands National Weather Service at ORIA.**

#### WORKING CONDITIONS

During the course of a working shift, the Aeronautical Information Service Officer is responsible for carrying out instructions issued by the Flight Information Service Manager. Decisions regarding Airport Operations or Special Situations are usually made by the CEO or his representative and communicated to the ATC unit. The AISO is expected to communicate all suggestions for improving the AIS system and procedures to a Flight Information Service Manager.

The AISO works on a rotating shift and is expected to respond to all Emergency calls initiated by the duty ATCO or FISM or AISS regardless of the hour.

The main challenges involve being able to recognize, and correct data essential to the safe, efficient operation of aircraft and to prioritize so that all tasks are completed in a timely manner.

Reviewed and signed employee:		Date:	Click here to enter a date.
Approved by Manager/Chief		Date:	Click here to enter a date.
Received by CHRO		Date/Time:	