

Job Description

Job Title:	Electrical Officer I	Job Category:	Facilities and Maintenance
Department/Group:	Electrical	Job Code/ Req#:	35
Location:	ORIA	Travel Required:	Yes
Level/Salary Range:	Grade M	Position Type:	Full-Time
Job Holder:			

Job Purpose

To perform electrical works at CIAA buildings, and aerodromes in Grand Cayman and Cayman Brac, in accordance with the National Electrical Code and international regulations.

Dimensions

In addition to standard building-related electrical works, the Electrical Unit is responsible for electrical construction, installation, and maintenance of electrical related equipment and works on airfield ground lighting and equipment, and power distribution system, ensuring the application of local regulations, National Electrical Code, FAA, and ICAO regulations are met. Under general supervision, the post-holder assists with the alteration, installation, maintenance, and repairs to electrical switchgears, equipment, and fixtures. Works in the Aviation industries specifically require the application of Federal Aviation Administration (FAA) and International Civil Aviation Organisation (ICAO) regulations to repair and maintain critical electrical equipment used to guide aircraft safely for landing and takeoff.

Role and Responsibilities

- Undertake procedures, rules and regulations governing the safe and efficient operation and maintenance of electrical facilities at the CIAA
- Apply technical knowledge and skill in analysing and testing high voltage equipment and circuits to ensure efficient and continual operation
- Advise tenants, contractors, and others as to the availability and location of electrical equipment
- Prepare and maintain ordinary operational records
- Maintain and operate primary electrical power ranging from 120 to 5000 voltage, including circuit breakers, constant current regulators, relays, batteries, and controls
- Maintain high voltage underground power lines, locate, and isolate faulty sections, and install and make connections where appropriate with the assistance of the Lead Electrician
- Install underground and above ground high voltage cables, switches, relays, and transformers
- Maintain, operate, and repair the airfield ground lighting system, including runway, taxiways, guidance sign systems, rotating beacon, etc.
- Maintain, operate, and repair electric motor-controlled apparatus

- Carry out regular tests, maintain, and operate standby generators used for emergency power
- Investigate and resolve airport electrical failures; collect and maintain updated data records to meet CAA, ICAO, FAA and local and international NEC standards and procedures
- Maintain and operate parking and building lighting located at high levels
- Provide project supervision to subcontractors for internal/external work within normal airport operation hours and during the night (closed airport times)
- Perform any other job-related duties as assigned

Qualifications, Education and Experience Requirements

- High School Diploma or GED
- Certificate from an accredited electrical training institute or Certified Airfield Ground Lighting Institution
- Five (5) to 10 years' experience in a similar role involving building electrical wiring and controls
- Five (5) to 10 years' experience as an airfield electrical technician
- Minimum of a wireman license or AGL Certification
- Basic computer operation in Outlook, MS Word, Excel, PDF, and PowerPoint

Preferred Skills

- Must possess technical knowledge of electrical terms to understand the functions and workings of electrically controlled equipment
- Ability to locate and correct any technical issues expeditiously
- Ability to handle and operate high voltage test equipment, switch gear and transformers

Assignment & Planning of Work

- Takes daily assignments from Electrical Supervisor and plans own schedule accordingly
- Work along and assist the lead electrician with the assigned duties

Supervision of Others

- Oversee the work of subcontractors from time to time
- Assist in training junior staff members

Other Working Relationships

- Managers of Departments within the Authority
- Facilities Unit
- Airport Tenants
- Airport Operation Command Center

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 job entails complete dedication and full knowledge of low and high voltage systems as well as ICAO & FAA regulations regarding specific interpretations of language pertaining to the airfield activity including correct angles, correct placement, and color coding of airfield lighting. Locations and placement of signs, and markers that direct aircraft. Negligence to details and specifications could result in lawsuits that could bankrupt the CIAA as well as Cayman Islands Government.

Direct Current high voltage systems are not regulated by the Cayman Islands Government electrical department as they do not have specialised trained inspectors to deal with DC series circuits, thus the whole safety and implementation of the airfield wiring and maintenance rests solely on electrical technician's shoulder under the guidance of a Licensed Electrician and/or Certified Airfield Technician.

Working Conditions

- Nature of work requires occasional exposure to working conditions where serious injuries might occur
- Use of safety harnesses for high level work
- Provide standby cover
- The environment is stressful regarding protocols and information exchange while carrying out airfield service on an active airfield
- Failure to interpret correct ATC directives could result in cataclysmic events
- The physical requirements of the job include frequent standing, walking, and handling equipment. The work also includes climbing ladders, physical exertion and is undertaken in all climatic conditions

Reviewed and Agreed by Employee:		Date (dd/mm/yyyy):	
Approved By Supervisor:		Date (dd/mm/yyyy):	
Reviewed/Updated By HR:		Date (dd/mm/yyyy):	