

Job Description

Job Title:	Technical Operations Analyst	Job Category:	Technical Operations
Department/Group:	Operations (CNS)	Job Code/ Req#:	38
Location:	ORIA	Travel Required:	No
Level/Salary Range:	Grade 4	Position Type:	Full-Time
Job Holder:			

Job Purpose

Carry out administrative, coordination, technical documentation, system and process evaluation duties relating to the CNS Section. The provision of Aeronautical Communication, Navigation and Surveillance (CNS) systems, 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 CNS services is an integral part of safe aircraft operations, which requires personnel that are technically qualified to ensure that the CNS equipment is adequately installed, maintained and operational at all times.

Dimensions

Participate in ensuring that the Communication, Navigation and Surveillance (CNS) and Air Traffic Management (ATM) standards in the Cayman Islands meet local and international standards and recommended practices. Support the Manager CNS and team in ensuring uninterrupted safe service and to identifying risks to Aeronautical Telecommunication Services safety, efficiency and continuity of service.

Role and Responsibilities

- Carry out the development, implementation and maintenance of technical documentation, procedures, processes and work scheduling in order to ensure compliance with the Aeronautical Telecommunication System Exposition, local legislation (CAACI and ASSI) and international (ICAO) standards and recommended practices including record keeping and system performance monitoring.
- Carry out co-ordination of record keeping relating to all preventative and corrective maintenance activities, installations and other required activities. Create and maintain statistical reports reflecting technical activity and other performance factors. Analyze data, make recommendations, and provide statistical support to Manager CNS, CNS Maintenance Program Coordinator and Electronics Engineering Officer as needed.
- Maintain the CNS/ATM library to ensure proper legibly recoverable information relating to all maintenance activity is maintained and kept. Assist with the maintenance of all documents relevant to the operation of the Section,

including Aeronautical Telecommunications Services Exposition, PM Manuals, Technical Instructions, CNS internal processes, etc..

- Research, diagnose, and resolve procedural and system problems associated with trending technical operations and development. Analyse volume of traffic on systems and informs personnel of the capabilities of systems.
- Assist with facilitation of a safety management system (SMS) and quality management system (QMS) programme to assure that operational safety risks are identified, analysed, mitigated to a level as low as reasonably practicable.
- Assist with the provisioning of a preventative and corrective maintenance programme with the view to ensuring continuous safe operation of all CNS systems, certain MET and public address (PA) equipment.
- Participate in the monitoring of all aspects of CNS/ATM equipment performance and maintenance with the view to identifying risks to ATS safety, efficiency, and regularity. Adheres to the Corporate SMS requirements and standards.
- Assist with the maintenance of CNS/ATM equipment and spares inventory in coordination with the CNS Maintenance Support Coordinator and the Electronic Engineering Officer, ensuring that adequate spares are maintained at all times.
- Assist with system and equipment life cycle management, including identifying systems for replacement, upgrade or acquisition. Assist with capital costing, procurement and implementation of systems and equipment.
- Participate and assist with the coordinator of projects, changes in resource availability, or project risks.
- Assists in the development and the qualification program for the technical maintenance staff
- Provide coaching and orientation training to the maintenance technicians, when required.
- May be required on occasion to act on behalf of the Manager CNS in his/her absence.
- Any other CNS duties as required.

Qualifications and Education Requirements

- A degree, bachelors, HND or minimum of an HNC in Electronics Technology, Telecommunications or related discipline preferred, OR a minimum of ten (10) years experience in aviation electronic engineering and maintenance of communication, navigational and surveillance systems.
- Minimum of five years' experience in aviation electronic engineering and maintenance of communication and navigational systems, if in possession of a Bachelors degree or HND In Electronics Technology or Telecommunications
- Computer knowledge and literacy with advanced proficiency in Microsoft Office Suite of applications.
- Familiarity with the function of the International Civil Aviation Organization and a detailed knowledge of the standards and recommended practices of Annex 10 and 11, and OTAR 171 & 172. Familiarity with the other ICAO annexes, especially Annex 14.
- Some knowledge of the application of radar in an air traffic control environment.

Preferred Skills

- Strong interpersonal, team-working and communication skills.
- Strong analytical and problem solving skills.

Assignment & Planning of Work

Work is assigned by the Manager CNS. The post-holder is responsible for planning and carrying out work assigned by the Manager CNS, necessary to support the functions of the CNS unit. 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 Electronic Engineering Officer and the CNS Maintenance Program Coordinator in the development of the Technical staff. He should be able to assist with motivating a team of technicians to maintain a high standard of service.

Other Working Relationships

- Close liaison with the other CIAA staff and supervisors.
- Close liaison with all CNS and ICS users.
- CNS Maintenance contractor.
- Liaison with the CAACI
- Liaise with the ICTA when necessary on frequency management matters.

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

Post-holder shall adhere to acceptable standards as required by the CNS unit procedures, as well as any other appropriate policies. He/She will have decision-making authority and control in regard to CNS technical administrative matters, as directed by 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, and on weekends and holidays. Outdoor work and travel to the Sister Islands will be 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.

Works as part of a team and must work cooperatively.



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