

Job Title:	Electronics Engineering Officer - Trainee	Job Category:	Technical Operations
Department/Group:	CNS	Job Code/ Req #:	
Location:	ORIA	Travel Required:	Occasional travel required
Level/Salary Range:		Position Type:	Full time
Job Holder:			
<p>Job Purpose: To gain the knowledge and skill required to achieve qualification of and certification as Aeronautical Electronics Engineer.</p> <p>Dimensions: Participate in all relevant activities of the CNS engineering activities by shadowing the EEO in his duties of ensuring that the Communication, Navigation Surveillance and Air Traffic Management (CNS/ATM) systems in the Cayman Islands are installed to and continuously meet, local and international standards and recommended practices. Assist with supporting the Manager CNS and the CNS team in ensuring uninterrupted safe service and to identifying risks to Aeronautical Telecommunication Services safety, efficiency and continuity of service.</p>			
<p>ROLE AND RESPONSIBILITIES</p> <p>SHADOW AND ASSIST THE EEO IN THE FOLLOWING:</p> <ul style="list-style-type: none"> • Support in the planning and management of all installation and project activities. • Determining allocation of resources based on project needs and applying technical knowledge to integrate systems for CNS, ATM & Met equipment and Airport public address systems. • Provide support and input to the development, implementation and maintenance of technical documentation, procedures, processes and work activities in order to ensure compliance with the Aeronautical Telecommunication System Exposition, local legislation (CAACI and ASSI) and international (ICAO) standards and recommended practices. • Produce and maintain engineering drawings, installation, preventive maintenance and other technical documentation, when required. • Resolve technical problems, whilst communicating with clients, peers, subordinates and contractors and make real-time decisions. Work with CNS Maintenance Program Coordinator, Maintenance Technicians and Customers to resolve installation-/service-/maintenance-related complaints regarding both, quality of service and employee conduct. • Assist in coordinating installation and project activities relating to the CNS section. Participate in conducting surveys, design and planning of projects. Participate in regular inspections of the quality and progress of installation and services provided by assigned personnel and contractors including safety related items. 			

- Gain competence to provide 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.
- Learn to provide life cycle management for all test instruments. Become familiar with entering calibration requirements in the preventive maintenance program and verify that these requirements are met on a continuous basis.
- Become conversant with informing Manager CNS and CNS Maintenance Program Coordinator of project progress, changes in resource availability, or project risks.
- Assist with the facilitation of a safety management system (SMS) and quality management system (QMS) program to assure that operational safety risks are identified, analyzed and mitigated to the lowest level reasonably practicable.
- Assist with the provisioning of a preventative and corrective maintenance program with the view to ensuring continuous safe operation of all CNS/ATM systems, 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 Air Traffic Services safety and efficiency.
- Adhere to the Corporate SMS requirements and standards.
- Collaborate with the CNS Maintenance Program Coordinator and the Technical Operations Analyst in maintaining the CNS/ATM library to ensure properly legibly, recoverable information relating to all maintenance activities is maintained and kept.
- Assist with the maintenance of all documents relevant to the operation of the Section, including Telecommunications Exposition, PM Manuals, Technical Instructions, etc.
- Assist with the maintenance of CNS/ATM equipment and spares inventory in coordination with the CNS Maintenance Program Coordinator and the Technical Operations Analyst, ensuring that adequate spares are maintained at all times.
- Any other CNS duties as required.

ASSIGNMENT & PLANNING OF WORK

Work is assigned by the Manager CNS and the EEO.

The post-holder is responsible for collaborating with the CNS Maintenance Program Coordinator with the guidance of the EEO, as it pertains to activities of the CNS maintenance program.

OTHER WORKING RELATIONSHIPS

- Close liaison with the other CIAA staff and supervisors.
- Close liaison with all CNS users.
- Under the guidance of the EEO, liaise with external contractors and equipment vendors and suppliers.
- Under the guidance of the EEO, liaise with other ATS Telecommunication authorities, regionally and internationally, when required.

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 Airport Operations and Command Centre (AOCC), Chief of Safety, Manager CNS 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 regulator 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 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.

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.

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.

Works as part of a team and must work cooperatively.



Job Holder Signature:		Date:	
Reviewed By:		Date:	Click here to enter a date.
Approved By:		Date:	Click here to enter a date.
Last Updated By:	P Schmid	Date/Time:	May 30, 2019