

Job Description

Job Title:	Airport Operations Duty Officer	Job Category:	Technical Operations
Department/Group:	CKIA (Operations)	Job Code/ Req#:	43.2
Location:	CKIA	Travel Required:	Occasional Travel
Level/Salary Range:	Grade 3	Position Type:	Full-Time
Job Holder:			

Job Purpose

The CKIA Airport Operations Duty Officer (AODO) is responsible for monitoring airside and terminal operations to ensure safe operation in compliance with the Aerodrome Manual.

Dimensions

Reporting to the Airport Operations Officer (AOO), the Airport Operations Duty Officer (AODO) is responsible for monitoring CKIA users' compliance with regulatory aerodrome requirements. He/she will liaise with all airport users, including Customs and Immigration, airlines and private aircraft operators.

Role and Responsibilities

- To perform daily regular inspections of airport facilities in order to ensure their continued availability and compliance with CIAA requirements and international standards, specifically ICAO Annex 14 and OTAR part 139. At a minimum inspections will take place before operations commence each morning as well as at intervals throughout the day, particularly before and after aircraft movements. Inspections include, but are not limited to,:
 - Runways, taxiways, and apron areas
 - Areas within the perimeter fence and observable areas outside the perimeter fence
- The AODO will report on and take appropriate action with respect to:
 - Any item of debris (FOD)
 - The presence of wildlife
 - Fuel and other spills
 - Construction of buildings, agricultural and other growth that may cause an obstruction to flight
 - Improper conduct by any airport employee on the airside
 - Breach of any regulations
- The AODO will:
 - Liaise with Air Traffic Control and airlines in respect of aircraft movements

- Liaise with Airport Security with respect to airside and landside movements of passengers, cargo and other users
- Complete incident and other logs as required by the aerodrome manual
- Notify the Airport Manager as well as the ORIA Operations Control Centre in the event of any airport incidents, accidents, emergencies or other occurrence outside normal expectations
- Monitor the activities of contractors and other personnel on the airside and ensure compliance with CIAA regulations

Quality Control and Regulatory Compliance

- Performs checks to ensure regulatory compliance by airport users
- Assists in the regular revision of the aerodrome and other manuals to ensure they meet regulatory requirements
- May be required on occasion to act on behalf of the AOO in his/her absence

Qualifications and Education Requirements

- At a minimum an Associate's Degree or equivalent professional experience
- An interest in aviation and everchanging aviation environment
- Will be required to undergo formal and on-the-job training in Airport Operations, Safety Management Systems, Wildlife Hazard Management and other professional development programmes

Successful completion of these courses will be a condition of continued employment.

Competencies

Generic Core Competencies

Commitment to Continuous learning

Effective Communication

Strategic Thinking

Teamwork

Technology awareness

Role Specific

Willingness to keep abreast of new developments in professional field

Ability to work with colleagues to achieve project goals and maintain harmonious working relationships

Ability to establish and maintain partnerships with internal and external collaborators

Ability to use contemporary office automation equipment, software, databases

Core Technical Competencies

SMS

Emergency Planning

Aerodrome Manual

AMPM

Preferred Skills

- Computer Literate in Microsoft Word, Microsoft Outlook and Excel, as a minimum
- Effective communication skills, both orally and written
- Ability to understand the company's overall business and safety goals and objectives and achieve associated personal and team targets
- Ability to thrive in a demanding environment with pressing deadlines and changing conditions
- This position requires leadership qualities and the exercise of integrity and tact

Assignment & Planning of Work

As dictated by the day-to-day operational requirements, and as directed by the Airport Operations Officer

Supervision Of Others

NIL

Other Working Relationships

- All internal departments of CKIA based CIAA staff and ORIA based Managers for technical support
- Airport partners, airlines, contractors and service providers

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
- Supporting safety audits 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

The post-holder has authority to enforce CIAA policies in matters relating to the safety of operations.

Working Conditions

Will be required to work on shifts and outside of normal working hours from time to time and on weekends and holidays. Outdoor work a must.



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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):	