

## Job Description

Job Title:	Maintenance Officer	Job Category:	Airport Operations
Department/Group:	Facilities & Projects	Job Code/ Req#:	36
Location:	ORIA	Travel Required:	Occasional Travel
Level/Salary Range:	Grade 3	Position Type:	Full-Time
Job Holder:			

### Job Purpose

To provide services as required in respect of the maintenance of the Owen Roberts International Airport and Cayman Islands Airports Authority.

### Dimensions

With air transport being a key factor in the Island's financial structure, it is imperative that serviceable airport facilities are provided to ensure safe, regular and efficient service. Reporting to the Maintenance Supervisor, the post-holder will work within a small team to maintain Airport terminal facilities, CIAA buildings, equipment & vehicles.

### Role and Responsibilities

- Carry-out repairs and preventative maintenance of all CIAA buildings & facilities.
- Read and comprehend, retain, and follow oral and written instructions, exercise good judgment and carry out daily inspections.
- Responsible for arranging and conducting maintenance of all CIAA vehicles and equipment.
- Perform ground maintenance at Airport compound and off-site Navaid compounds.
- Responsible for servicing of emergency generators.
- Responsible for maintaining mechanical components of baggage conveyor systems.
- Perform welding when required.
- Perform carpentry work including construction of walls and offices as required.
- Perform drywall installation and finishing.
- Carry out plumbing installation and repair including water heaters, mixing valves, circulating pumps, irrigation system, potable water cabinets, and domestic water system.
- Install carpet and VCT tile.
- Carry out painting duties of building and facilities as required.
- Install and repair different types of locks, cylindrical Mortise, and combo locks.
- Operate lifts and Bucket Trucks.
- Repair and replace doors and their hardware.

- Perform minor repairs which include, but are not limited to, clearing plugged drains and fixtures.
- Repairing broken doors, painting and operating HVAC equipment.
- Operate trucks, power sweepers, forklifts, tractors and backhoe equipment.
- Operate and maintain waste disposal system.
- Report any unusual security situations to the Security Department.
- Make general repairs to pavement, drainage systems and outbuildings.
- Perform any other functions and assist other departments as needed.

## Qualifications and Education Requirements

- Post-holder must be knowledgeable in building and grounds maintenance.
- Basic skills in carpentry, electrical, air conditioning, plumbing and auto mechanics, a necessity.
- A certification or qualification in one or more of those trades is desired.
- Minimum of three (3) years' experience in building maintenance or in a specialty service.
- Experience in maintaining and repairing baggage conveyor systems is highly desirable
- Knowledge and proper use of tools and equipment used in maintenance and construction work.
- Experience in one or more of the building trades or any combination of education and experience that provides the knowledge, skill and ability to perform the duties of this position.
- Prior experience in operating light duty construction vehicles and tractors.
- Ability to perform all of the physical and cognitive tasks outlined in the job description.

### Preferred Skills

- Problem solving skills
- Teamwork

### Assignment & Planning of Work

Projects and day-to-day duties are allocated to the post-holder by the Maintenance Supervisor

### Supervision of Others

NIL

### Other Working Relationships

Maintain a working relationship with other maintenance personnel, Senior Management & Tenants

### 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.
- Complete an approved ICAO/IATA/ACI SMS Course or attend CIAA SMS Training Course each calendar year.



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## Safety Training & Education

As per Section 4 .1 of the CIAA SMS Manual (Vol. 2)

## Additional Notes

Post-holder must be able to make decisions regarding maintenance procedures to be applied to accomplish tasks.

## Working Conditions

Adequate working conditions for the post. The post carries an obligation to respond and attend to any emergency maintenance situation, whenever called upon. The post will be exposed to the following:

- Work in all types of weather and temperature conditions
- Work extended hours, weekends or nights
- Work outside and inside
- Exposure to dust, dirt and mud
- Exposure to hazardous chemicals
- Work under high stress situations
- Exposure to moving machinery
- Multiple work sites
- Isolated with minimal support

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