

Job Description

Job Title:	Air Traffic Control Officer	Job Category:	Technical Operations
Department/Group:	Airport Operations/Air Traffic Control	Job Code/ Req#:	42
Location:	ORIA	Travel Required:	Occasional Travel
Level/Salary Range:	Grade 4	Position Type:	Full-Time
Job Holder:			

Job Purpose

In accordance with ATC rating held, provide Air Traffic Control Service to all aircraft operating within the Cayman Airspace and Airports, ensuring a safe, orderly, and expeditious flow of Air Traffic Control.

Dimensions

The Air Traffic Services section is responsible for providing Air Traffic Control Services. The Air Traffic Control TMA encompasses over 15,000 sq. miles of Airspace, two international airports and several other domestic heliports and aerodromes. When on duty, the Controller is solely responsible for Air Traffic within the Cayman Airspace and forms part of a team which includes other Controllers in charge of adjacent airspace.

Role and Responsibilities

- Coordinate the arrival and departure of aircraft by issuing instructions that ensure safe, efficient and regular air traffic movements.
- Post-holder will man **ONLY** operational positions (Approach, Aerodrome or Combined) for which he/she hold a valid rating:
 - Aerodrome Controller (Split) – separate and sequence air traffic with the Control Zone (area from surface up to 1500ft and a radius of 10 nautical miles from the aerodrome reference point) in addition to aircrafts on the ground, vehicles and persons who intend to operate within the maneuvering area.
 - Approach Controller (Split) – separate IFR aircraft within the Cayman TMA, issue approach clearances, and provide information to VFR traffic within Cayman TMA who are outside the Control Zone (s)
 - Aerodrome & Approach Controller (Combined) – all aircraft movements within the Cayman TMA as well as vehicles and persons who intend to operate within the maneuvering area whenever the service is combined.

- Maintain and update flight progress information and other documentation including data board and navigational charts so as to provide accurate and safe procedural instructions to aircraft.
- Provide notification to initiate response by various organisations to aircraft emergencies.
- Provide weather updates, determine impact of adverse weather, and implement agreed safety measures.
- Monitor the operational status of communication, weather and navigational equipment and report unserviceability.
- ATCOs who possess an On-the-Job Instructor rating will be required to train Student Air Traffic Controllers and Air Traffic Control Trainees in accordance with the ATC Qualification Training Programme.
- Report incidents and accidents in compliance with regulation and company policy.
- Conduct inspection of airspace and movement area, report hazards or un-serviceability for resolution.

Qualifications and Education Requirements

- Graduate with certification in Aerodrome and/or Approach control of an accredited Air Traffic Training institution recognized by the ICAO and accepted by CAACI
- Valid license with Aerodrome and/or Approach Control ratings issued by the Civil Aviation Authority of the Cayman Islands
- Maintain Class 3 Medical Certificate and competence for the ATC rating(s) held by successfully demonstrating knowledge and skill
- Hold at least an ICAO level 4 language proficiency rating
- Legally be able to enter the United States to complete annual training

Preferred Skills

- Communication - must be able to give clear, concise instructions, listen carefully to pilot's requests and read-backs, and respond by speaking clearly.
- Concentration – must be able to concentrate in an environment where multiple conversations occur at once.
- Organisational – must be able to coordinate the actions of multiple flights and prioritize tasks with the highest degree of accuracy and responsibility for optimal safety.
- Decision Making - must be able to make quick and accurate decisions in dynamic and demanding environment.
- Problem Solving - must be able to understand complex situations review important information and provide pilots with an appropriate solution.
- Working knowledge of Area Control is essential.

Assignment & Planning of Work

The nature of Air Traffic makes it impossible to predict how a given day will progress. The workload changes frequently and rapidly as aircraft becomes subjected to unforeseen delays and flights occur at random 'popping' up at times without prior notification. The post holder must have the ability to plan ahead which is extremely important but relates more to being able to recognise conflicts before they occur and formulates solutions to prevent collisions. This requires a quick and active mind and an awareness of priorities.

Supervision of Others

Supervises unlicensed personnel assigned to the unit assisting with the daily ATC tasks.
The job by its very nature is dependent on one's ability to supervise and direct people.

Other Working Relationships

The post holder will liaise externally with:

- Pilots and adjacent ATS units to ensure and facilitate the safe, orderly and expeditious movement of air traffic.
- Military and law enforcement agencies regarding airborne drug interdiction and search and rescue operations requiring the assistance of local ATC services.
- Contracted maintenance service provider regarding the serviceability of equipment.

The post holder will liaise internally with:

- Airport Operations Command Centre regarding air traffic and airside movements.
- Emergency Response Services to provide notification information regarding airport emergencies.

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 ATCS, ATCM and 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 ATCS, 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; and
- Complete an approved ICAO/IATA/ACI SMS Course or attend CIAA SMS Training Course each calendar year.

Safety Training & Education

In accordance with Section 8.1 of the CIAA SMS Manual (Ver. 4.0)

Additional Notes

Responsible for all decisions regarding Air Traffic while on duty, assisting or coordinating. Decisions regarding Airport Operations or special situations are usually made by the CEO of Cayman Islands Airports Authority or his representative and communicated to the ATC unit.

The controller is expected to communicate all suggestions for improving the System and procedure to the Air Traffic Control Supervisor. The implementation of changes and all adaptations due to temporary loss of facilities or equipment must be dealt with as they occur. Communication and navigation failures have an adverse effect on the efficiency of



298 Owen Roberts Drive, PO Box 10098
Grand Cayman KY1-1001, CAYMAN ISLANDS

+1 345 943 7070
ciaa@caymanairports.com
caymanairports.com

service that is provided. If and when failures occur, delays are anticipated and controllers activate contingency plans to cope with such failures, therefore creating a significant increase in what would otherwise be a normal workload. The main job challenge is being able to remain calm and provide a normal service during emergency situations. Safety is the utmost important feature of the job.

Working Conditions

The post is a 24-hour a day obligation, with normal breaks as mandated by relevant Regulations or Laws, and the post holder is required to assist during abnormal hours to facilitate the arrival and departure of aircraft outside the normal operating hours of the airports at both locations if so rated and competent to do so.

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