

## Job Description

Job Title:	Aeronautical Information Services Officer/Meteorological Observer	Job Category:	Technical Operations
Department/Group:	Airport Operations (CKIA)	Job Code/ Req#:	
Location:	CKIA	Travel Required:	No
Level/Salary Range:	Grade N	Position Type:	Full-Time
Job Holder:			

### Job Purpose

To provide Aeronautical Information Services within the Cayman Islands, collect fees owed to the Cayman Islands Airports Authority (CIAA) from aircraft operators who are not billed on a monthly basis, and to assist the duty Air Traffic Controller during the course of a working shift.

To accurately observe, record and disseminate hourly meteorological conditions, observe conditions for flight planning purposes to prepare weather forecasts for public safety and general interest.

### Dimensions

Aeronautical Information Services (AIS) is an integral part of Air Traffic Control Services (ATC), and each officer must perform duties crucial to the operation of the ANS system. This post is essential for the efficient operation of the ATC Unit. The AISO/MET Observer is responsible for ensuring ICAO, CAA and local standards and recommended practices are adhered to as well as to disseminate meteorological conditions.

### Role and Responsibilities

- Review, accept, reject, and transmit flight plans, repetitive flight plans, and other relevant ATS messages to ensure flight safety
- Provide face-to-face and telephone briefings
- Prepare NOTAMS for pre-flight briefings
- Compile, process, and disseminate NOTAMS after receiving NOTAM requests from relevant sources
- Collect, record and distribute aeronautical information
- Enter departing passenger data from general declarations for monthly billed clients in billing system for passenger fee collection and statistical purposes
- Prepare and verify invoices for clients who are not billed monthly
- Collect landing, parking, air navigation and airport user fees from clients who are not billed monthly and submit accordingly to the Finance Department to ensure the CIAA receives all monies due
- Ensure current charts are displayed and updated as required

- Provide errors in aircraft movements to Air Traffic Control for corrective action, to ensure that an accurate listing is available for statistical and billing purposes
- Assist the duty Air Traffic Control Officer
- Handle aeronautical services for the airfield at Little Cayman
- Record incidents and issues
- File daily data and reports
- Amend aeronautical documents and maintain inventory of office supplies
- Accurately observe, record and disseminate meteorological elements on an hourly basis to ensure the latest aerodrome conditions are available locally
- Enter weather observation data into the computer for climate and statistical analysis
- Monitor all equipment to ensure accurate transmission and readings
- Any other duties assigned within the post holder's training and capabilities

## Qualifications and Education Requirements

- The post holder must be a graduate of an accredited High School or equivalent and possess 'O' level passes or equivalent in Mathematics, English, Geography and/or Physics
- The post holder must be a graduate of an accredited Meteorological school, but this is usually obtained after commencing employment

### Preferred Skills

- Basic knowledge of Aeronautical Information, which may be obtained after commencing employment
- Basic computer skills in Microsoft Word, Excel and Outlook
- No prior experience is required for the job, as on-the-job training is provided
- Ability to prioritise tasks is essential as is the ability to remain calm under stress
- The post holder must be able to execute policies and procedures that ensure aircraft safety and be able to work on a shift basis which may be unsupervised at times

**Successful completion of Basic Training and Flight Planning Procedures Training is mandatory for continued employment in this post.**

### Assignment & Planning of Work

The post holder must have the ability to deal with pilots, and issue accurate pre-flight briefings, which requires an awareness of priorities. It is imperative that the lines of communication between adjacent AIS/ATC units be kept open at all times. Essential information regarding the operation of the airports within the Cayman Islands and adjacent airspace must be kept current. The daily operation of aircraft movements to and from each airport necessitates the transmittal of Aeronautical Information messages via the Aeronautical Fixed Telecommunications Network (AFTN) in an efficient manner. The individual manning the AIS Office must ensure the accuracy of these messages along with the preparation of invoices and collection of aeronautical fees for all operators who are not monthly billed clients, prepare accurate information for the transmission of NOTAM as required in a timely manner, and take and record hourly weather observations.

### Supervision of Others

Supervision of others is not required.

### Other Working Relationships

The Aeronautical Information Services Officer is responsible for liaising with the following units:

- The duty ATCO and ATCS concerning the daily operation of the unit
- The AIS office of the Sister Islands

- Adjacent ATS units to ensure proper exchange of aviation messages
- Finance Department
- IT Department and contracted company responsible for maintaining other equipment
- Safety Department
- Military and Law Enforcement Agencies regarding Airborne Drug interdiction and Search and Rescue Operations
- Local agencies, including Customs and Border Control, Airport Security, Police Service, MRCU and the Fire Service regarding all International arrivals/departures
- The Cayman Islands National Weather Service
- Local Handling Agents and International Flight Plan Filers
- Civil Aviation Authority Cayman Islands

### **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;
- Support safety Audits as and when they occur;
- Support 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**

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

## **Additional Notes**

The Aeronautical Information Services section of the Cayman Islands Airports Authority is responsible for providing information necessary for the safe conduct of flights. The accuracy of information is crucial and must be updated regularly to ensure correctness. Funds for landing, parking and other charges are also collected and handled by this unit. Aeronautical Information Services Officers must be honest and responsible individuals. It is also through this unit that all flight statistics originate. The AIS unit at CKIA is also responsible for taking hourly weather observations, which are transmitted to the Cayman Islands National Weather Service at ORIA.

## **Working Conditions**

During the course of a working shift, the Aeronautical Information Services Officer is responsible for carrying out instructions issued by the Flight Information Services Manager. Decisions regarding airport operations or special situations are usually made by the CEO or his representative and communicated to the ATC unit. The AISO is expected to communicate all suggestions for improving the AIS system and procedures to a Flight Information Services Manager.



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The AISO works on a rotating shift and is expected to respond to all Emergency calls initiated by the duty ATCO or FISM or AISS, regardless of the hour.

The main challenges involve being able to recognise and correct data essential to the safe, efficient operation of aircraft and prioritise so that all tasks are completed in a timely manner.

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