

## | Job Description

Job Title:	Airport Safety and Compliance Officer	Job Category:	Airport Safety
Department/Group:	Safety Management Office	Job Code/ Req#:	
Location:	CKIA & ORIA	Travel Required:	Occasional Travel
Level/Salary Range:	Grade L	Position Type:	Full-Time
Job Holder:			

### Job Purpose

The Airport Safety and Compliance Officer is responsible for conducting regular safety training, safety inspections, and assist with compliance audits for Airport Safety. His/her area of responsibility includes all airport facilities such as airport terminals, air traffic control towers, outlying airport buildings, tenant occupied buildings, fuel storage facilities, sidewalks, parking lots, aprons, taxiways, and runways. The Airport Safety and Compliance Officer collects, collates, and inputs data on safety matters to be used by the Safety and Compliance Manager and Chief Safety Management Officer to determine compliance with International Airport Standards and Recommended Practices.

### Dimensions

Reporting to the Airport Safety and Compliance Manager, the Airport Safety and Compliance Officer is responsible for reporting any discrepancies which impact on the safe and secure operation of Charles Kirkconnell and Owen Roberts International Airports. In providing oversight to all other airport inspectors, they are the last line of defense in maintaining the safety and security standards set forth in International Civil Aviation Organization (ICAO) and Air Safety Support International (ASSI), regulations as interpreted and listed in the CIAA Safety and Security Manuals.

### Role and Responsibilities

**The Airport Safety and Compliance Officer will be required to:**

- Conduct Safety Training on various subjects as prescribed by the Chief Safety Management Officer for all personnel on Owen Roberts and Charles Kirkconnell International Airports each calendar year.
- Maintain a system for tracking payments and scheduling of all personnel who enroll in the various safety courses and upon successful completion of said courses distribute and keep a record of completion certificates.
- To perform regular inspections each day of airport facilities to ensure they meet CIAA requirements and international standards.

- To serve as member of an internal audit team that will conduct safety and quality audits to determine regulatory compliance in safety.
- Assist the Chief Safety Management Officer with the planning, scheduling and conduct of various Safety awareness events (e.g. – FOD Walks, Emergency Exercises, etc.)
- Help with wildlife control and maintain a record of all Wildlife Strikes
- Represent and act as the eyes and ears of the Chief Safety Management Officer at the Incident Command Post during Airport Emergency exercises as well as any airport emergencies.
- Maintain an inventory of all emergency supplies in the Emergency Response Trailer
- Review Work Safety Plans to ensure safe work practices are conducted by external contractors,
- Input data for Airport SPI and KPI requirements
- Annotate any issues of concern on the appropriate Risk Register for dissemination to applicable parties for remediation.
- Log faults in the Q5 SMS / QMS Software.
- The Airport Safety and Compliance Officer will report on and take appropriate action with respect to compliance with regulations, ICAO Annexes and OTARS in general but particularly: -
  - The daily collection, weighing and recording of Foreign Object Debris (FOD) in FOD Bins strategically located throughout the airside of ORIA. Each specimen of FOD will be identified to provide trend analysis on its origin.
  - Monitor to ensure the proper cleanup of fuel and other spills.
  - Monitor proper use of PPE in various airport activities and areas.
  - Identify breach of safety directives or any regulations and issue a safety infraction ticket to the offender(s)
  - Monitor the activities of Ground Services personnel to ensure the safe and compliant movement of aircraft, ground service equipment, passenger, and personnel.
  - Monitor Work in Progress on all airport projects.

## Qualifications and Education Requirements

- A minimum of a High School diploma or equivalent certificate in safety administration in an aviation environment, or three (3) years' experience on the airside of a certificated Aerodrome.
- Knowledge/experience of conducting safety audits/inspections and accident/incident investigations.
- Must be able to obtain and maintain an Airside Vehicle Operators Permit.
- Must be able to successfully complete an approved IATA/ACI/ICAO course on Safety Management Systems\*, Aerodrome Certification\*, Wildlife Hazard Management\*, Aviation Internal Auditor\*, and a one year on the job training program for CIAA certification as a Safety Officer.
- Must be able to successfully complete an approved ICAO Training Instructors Course Pt. 1 & 2.
- The position requires vigilance and knowledge of International Airport/Airline safety regulations (i.e. - ICAO, IATA, OTAR and FAA) and procedures for the post-holder to be effective.
- Proficiency in use of Microsoft Office applications

**\*Successful completion of these courses will be a condition of continued employment:**

### Preferred Skills

- Strong written and verbal communication skills demonstrated by the ability to review policy and procedure documents, and recommended changes based on field experience.
- Must be able to demonstrate strong computer literacy skills in Microsoft Word, Excel, and Power Point.

- Must possess the ability to remain impartial and act in the capacity of an independent auditor of airport operations and safety protocol.

### **Competencies**

Commitment to Continuous learning

Teamwork

Technology awareness

SMS

Emergency Response

Apron Management and Safety Manual

Proficiency in Radiotelephony Procedures

Intermediate IT Literacy (Excel, Word, Power Point)

Report writing

### **Role Specific**

Willingness to keep abreast of new developments in professional field.

Ability to write clearly and concisely and to present and articulate verbal reports/presentations.

Ability to deliver effective training for certification of personnel in specific airport functions (i.e. AVOP)

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.

### **Basic Knowledge/Understanding competencies.**

Airside/Terminal Safety

Construction Safety

Occupational Safety and Health

Human Factors

Personal Protective Equipment

Wildlife Management

ATC procedures

## **Assignment & Planning of Work**

Daily work activities are guided by the Airport Safety and Compliance Manager, and Chief Safety Management Officer.

## **Supervision of Others**

NIL.



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## Other Working Relationships

Regularly collaborate with CIAA Departments/Units Managers, Airlines, Aircraft Operators, and Ground Handling Service Providers, to deliver the highest standards of Safety.

## 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 is a must, and therefore will result in exposure to the elements and potentially unfriendly conditions.

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