



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

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Job Description

Job Title:	Airport Operations Duty Officer	Job Category:	Airport Operations
Department/Group:	Airport Operations	Job Code/ Req#:	43
Location:	ORIA	Travel Required:	Yes
Level/Salary Range:	L Scale	Position Type:	Full-Time
Job Holder:			

Job Purpose

Under the general direction of the Airport Operations Manager or higher authority, the Airport Operations Duty Officer is responsible for overseeing and inspecting airport airside operations and monitoring of apron management and apron safety. Performs inspections of airport airside air navigation facilities including aircraft aprons, taxiways, runways, vehicle service roads, lighting, and obstacle limitation surfaces. Monitor airside personnel, vehicles and equipment, terminal building departure gate assignments, and apron stand allocations to assure airport operations are safe, efficient and compliant with airport policies and procedures and ICAO airport standards.

The job holder is also responsible for performing Airport Operations Command Centre tasks, ensuring the optimal operational readiness of the airport in close collaboration with CIAA departments and airport stakeholders. This critical role requires dynamic decision making and integral thought process enabling the operation of the airport to function safely and in line with CIAA business requirements.

Dimensions

The Airport Operations Duty Officer (AODO) operates with some independence, exercises sound judgement, and initiative in monitoring airport operations and is responsible for ensuring the effectiveness of airport operations.

Role And Responsibilities

The AODO will be required to:

- Perform regular daily airside safety inspections of airside facilities and services to ensure their continued availability
- Identify hazardous conditions which may adversely impact safe airport operations
- Remove foreign object debris, document inspection findings, and report unsafe conditions to management for corrective action
- Prepare daily airport operations reports and records and disseminate to management
- Monitor airport operations and provide guidance and direction to tenants and airport users to ensure compliance with safety requirements
- Review and enforce requirements as outlined in the ORIA Aerodrome Manual, its Annexes and Local Operating Procedures

- Advise airport airside users of safety violations, issue infraction tickets and report infractions to the Safety Office for follow-up safety action
- Contact airport users to coordinate operations when affected by construction and/or maintenance activities, airside emergencies, special events, or other situations that would alter normal airport operations
- Maintain records of aircraft activities and submit daily aircraft activity reports to management
- Respond to airside aircraft accidents/incidents and other emergency situations
- Minimise the risk of airside wildlife incidents using active wildlife management and bird control techniques
- Coordinate the proper removal and cleanup of aviation fuel spillage and other hazardous materials
- Monitor construction activities and crane operations on or in the vicinity of the airport and vegetation growth that may cause an obstruction to safe aircraft operations
- Monitor improper conduct of personnel operating on the airside
- Monitor and identify breaches of airside safety procedures
- Perform turnaround audits of aircraft apron stand movements to ensure the safe movement of aircraft, ground service equipment, and passengers on the airside
- Ensure that appropriate spill kit materials are available to prevent or minimise spillage of hazardous materials and coordinate spillage removal
- Monitor weather reports and forecast to proactively manage airside operations activities during adverse weather conditions
- Ensure the schedule for flights is fit for purpose and address any conflicts or capacity constraints which require to be addressed in good time
- Perform Slot facilitation and approving flights when required and liaising with Airport Coordination Limited
- Perform stand allocation to meet the business requirements and in a fair and equitable way
- Perform gate and check in allocation
- Perform data entry and information for all flights
- Communicate relevant status and any updates of airline schedules to all parties
- Ensure departments are informed when issues arise respond to airport incidents per Airport Emergency Plan and Local Operating Procedures and complete incident and other logs as required by the aerodrome manual
- Notify the Aerodrome Operations Manager of airport incidents, accidents, emergencies or other occurrence outside normal expectations and disseminate information appropriately
- Review Work Safety Plans and Method Statements to ensure safe work practices
- Receive, review NOTAMs from AIS office, and monitor status
- Draft and communicate airport operations NOTAM or AIC requests to AIS Office for distribution to aviation community
- Complete data on the departments SPI and KPI requirements
- Annotate any issues of concern on the Airside Duty Report
- Log stakeholder maintenance faults and communicate to maintenance service providers for repair
- Monitor terminal building fire protection systems and respond to alerts and alarms appropriately
- Submit an End of Shift report to management at the completion of every shift
- Participate in annual competency training to maintain required airport operations knowledge and skills

Qualifications, Education and Experience Requirements

- At a minimum an associate degree or equivalent professional experience
- An interest in aviation and ever-changing aviation environment
- Will be required to undergo formal and on-the-job training in Airport Airside Operations, Airport Operations Command Centre, and Safety Management Systems

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
- Stakeholder Orientation
- Technology Awareness

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 adopt and influence the strategic aims of the CIAA
- 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
- Apron Management and Apron Safety Manual
- Radio Proficiency
- Intermediate IT Literacy (Excel, Word, Power Point)
- Report Writing

Basic Knowledge/Understanding Competencies

- Air Law
- Airside/Terminal Safety
- Meteorology
- Wildlife Management
- Apron Management
- Air Traffic Control Procedures

Assignment & Planning of Work

Daily activities are generally in accordance with the requirements of the ORIA Aerodrome Manual, its Annexes and Local Operating Procedures.

Supervision of Others

Supervise competency training of newly recruited Airport Operations Duty Officers.



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Other Working Relationships

The post-holder is required to coordinate directly and regularly with other CIAA Departments/Units, airlines, and airport service providers.

Performs checks to ensure regulatory compliance by airport users.

Safety Training & Education

As per CIAA SMS Manual Chapter 8.

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 is a must and will therefore 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/Updated By HR:		Date (dd/mm/yyyy):	