



VACANCY NOTICE

JOB TITLE: CHIEF OPERATIONS OFFICER

REPORTS TO: CEO AND BOARD OF DIRECTORS

JOB PURPOSE: This is a highly responsible, professional, and administrative position. The successful applicant will be responsible for the overall safe and efficient operations of the Airports inclusive of Air Traffic Services and ARFF and will report directly to the CEO. Incumbents in this position must acquire and maintain an airport security badge allowing access to secure airport locations.

JOB DESCRIPTION

Duties may include, but are not limited to, the following:

- i. Supervision of the operations and facilities staff of the airport. The nature of the work performed requires that an employee in this class establishes and maintains effective working relationships with other employees, Civil Aviation Authority, ASSI and stakeholders, law enforcement officials, community business leaders and the public.
- ii. Facilities Management: Develop and update projects and airport maintenance schedule for airfield pavement, safety areas, parking lots, service roads, airport properties, and operating requirements. Maintains airport lighting system and Aerodrome Certificate. Interact regularly with airport tenants and public. Prepare and conduct PER reviews. Documents job performance of workers assigned and record daily repair items for input to the CEO.
- iii. Routine Duties: Develop and ensure implementation of procedures and policies for day to day airport emergency response, airport Aerodrome Fire and Rescue Services (ARFF), Security, Passenger Terminals, Aerodromes, Air Traffic Control Systems (ATS), safety operations, and field maintenance activities. Conduct inspections of the airport facility for safety reasons as well as for compliance with CAA and OTAR regulations. Ensure compliance with the OTAR Part 139 Operating Certificate. Inspect airport sites where construction or other work is taking place. Maintain records and reports of inspections.
- iv. Assist CEO: Assist CEO re compliance of Civil Aviation, ICAO and OTAR requirements relating to the physical operations at the airport. Authorised to close airport if needed for safety measures. Provide input to the CEO for the yearly development of goals, objectives, and policies. Enforce applicable rules and regulations.
- v. Coordination of Efforts: Coordinate airport safety and operational procedures and policies with tenants and users. Conduct and participate in meetings to coordinate emergency planning and air traffic services, ARFF services, special events, airport development, and construction. Coordinate actual emergency response efforts if as and when necessary.

- vi. Review/Monitors: In accordance with CAA, ASSI, OTAR and airport rules and regulations, visually review, monitor, and comment on proper operational practices by tenants.
- vii. Record Keeping: Complete and maintain record of attendance, monthly reports, facility reports, and staff evaluations.
- viii. Acting: assume the role of acting CEO in the absence of the CEO, as directed by the CEO and accompany the CEO when required to maintain, knowledge and familiarization on matters relevant and pertinent to ensuring continuity of operations.
- ix. Attend Board meetings and prepare and provide operational reports to the Board
- x. Other Duties: Performs additional related duties as required and as reasonably requested by the CEO and or Board of Directors

KNOWLEDGE, SKILLS, AND QUALIFICATIONS:

Successful applicant must have strong management and supervisory skills and be:-

- i. A graduate of an accredited four-year college or university with a degree in aviation management, business administration, public administration, or a related field, plus eight (8) years of progressively responsible experience in an aviation related environment managing staff or performing similar responsibilities. A combination of education and experience managing staff or performing programmatic responsibilities in an aviation environment for no less than ten (10) years. may be considered as an acceptable substitute on a case by case basis;
- ii. Knowledgeable of airport operations policies and procedures; OTARs, ICAO and local Civil Aviation Authority, airport safety and regulations, especially OTAR Part 139.
- iii. Able to coordinate and prepare equipment specifications; prepare and present accurate and reliable reports containing findings and recommendations; use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions; establish and maintain technical reports. And work with minimal supervision.
- iv. Skilled in understanding and communicating clearly in English, using technical and non-technical language both orally and in writing and pleasantly and effectively with co-workers and the public; using a variety of office equipment and tools; Familiar with making executive decisions; able to remain calm in stressful situations and use good judgment.
- v. Must be a C.M or AAE (Certified Airport Manager)
- vi. Have an MBA from a reputable institution of learning
- vii. Minimum of 15 years in executive management in aviation, with not less than 8 years in airport Management at executive level.
- viii. Must have held a position as a Form 4 holder (Accountable Manager)

- ix. Must have management experience in at least four areas of aviation inclusive of Airports

- x. Must have experience in managing Company/Department with multidiscipline staff of a size of at least 200, for a period of at least 5 years.

Probationary Period: Six months

Salary: \$75,000 - \$95,000 Annually

Closing Date for Applications: [Friday, December 13th, 2018]

Applications must be submitted in written form, addressed to:

The Chief Executive Officer
Turks & Caicos Islands Airports Authority
Providenciales Airport, Providenciales
Turks and Caicos Islands
E-mail: johntsmith@tciairports.com
Tel: (649) 232-2010 Fax: (649) 941-5996

Copied to:

The Chairman
Turks & Caicos Islands Airport Authority
Providenciales Airport, Providenciales
Turks and Caicos Islands
E-mail: Gordon.burton@gmail.com
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