

JOB DESCRIPTION

Job Title: Airport Duty Officer

Department: Airside Operations

Report to: Airside Operations Manager

Approved by: Chief Operating Officer

Mandatory Requirements: Minimum five years of experience in airside operations management.

JOB PURPOSE

Purpose of the job is to monitor airside facilities are maintained at highest state of serviceability and audit airside activities to ensure safe and efficient aircraft operation in Ras Al Khaimah International Airport.

RESPONSIBILITIES AND DUTIES

- Conduct movement area inspections.
- Provide follow-me service to aircraft/vehicles.
- Conduct aircraft turnaround audit.
- Facilitate work services in the airside.
- Enforce safety regulations in the airside.
- Provide ADP training.
- Maintain surveillance on all airside movements(vehicle/aircraft/personal)
- Maintain up to date departmental records/documents.
- Initiate emergency action.
- Preliminary investigation of accident/incident

MINIMUM QUALIFICATION REQUIREMENTS

- Minimum five years of experience in airside operations management
- Have a Valid UAE driving license.
- Proficient in Microsoft office Applications (Excel, Word, Power point and Outlook) is a must.
- Must have exceptional communication skills to effectively communicate with all Customers and stakeholders, senior management, government agencies, emergency Services to ensure that the operational plans and activities are executed efficiently and effectively.

JOB RELATED COMPETENCIES & SPECIFICATIONS

Knowledge, Skills, and Competencies:

- Sound knowledge in GCAA regulations.
- Safety Management System (SMS)
- Health & Safety Regulations
- Airport emergency plans
- Accident and incident investigation
- Airside standard operating procedures
- Basic audit skills

Physical Demands: Must be Mentally and physically fit to work in hard aviation environment.

Work Environment: Stressful job in airport operational environment, dealing with aircraft emergencies and other day to day operational hurdles.

Driving Licence: Light Motor Vehicle licence is mandatory.