

JOB DESCRIPTION

POSITION IDENTIFICATION		FUNCTIONAL RELATIONSHIPS	
Job Title:	Airport Wildlife Assistant – GFLCA	Direct Reports:	Assistant Airport Manager on duty
Reports to:	Airport Manager	Internal Contacts:	Air Traffic Control Staff, SLASPA Employees
Department:	Airports	External Contacts:	Flight Crew, Airlines, Airport Management and Meteorological Office/Staff

JOB SUMMARY:

Operation of the Bird and Wildlife Control programme at the airport.

DUTIES AND RESPONSIBILITIES

1. Conduct runway inspections throughout the operating period of the airport, with a view to reporting to ATC/Airport Management the bird activity at the time of inspection.
2. Maintain a presence in the outfield to monitor/study the bird and wildlife activity.
3. Evaluate data/information derived from the monitoring, with a view to finding solutions to reduce bird and wildlife activity in around the airport.
4. Conduct runway inspection(s) immediately following the report of a bird strike.
5. Monitor ATC Ground/Aerodrome frequency, so as to employ rapid intervention whenever necessary.
6. Apprise ATC and /or Airport Management of any sighting of potential hazards likely to affect the safety of flight operations.
7. Remove FOD found on the Movement Area, dispose of in FOD bins and report on same in daily report.
8. Complete and sign a daily wildlife activity report after every shift. Ensure the report is reviewed and endorsed by Airport Management before dissemination.
9. On receipt of a bird strike report, coordinate along with ATC, the submission of a Bird strike (BS) form to flight crew/airline, for completion by flight crew.
10. Preparation and dissemination of Monthly/Annual reports on Airport wildlife and bird activity.
11. Keep/maintain a filing system of all related wildlife and bird activity.
12. Employ various scare tactics during the runway inspection as necessary with the available tools
13. Employ fogging and other related activity, as needed with a view to reducing the presence of wildlife and birds at the airfield
14. Be proficient in Airport bird/wildlife identification.
15. Perform any other related duties as directed.

QUALIFICATIONS, SKILLS & EXPERIENCE

- Five (5) CXC subjects, General 1 and 2, including English, Mathematics, and one additional Science subject. Geography would be an asset.

- Excellent interpersonal, communication skills.
- Advanced knowledge of and proficiency in MS Office Suite.
- Outstanding problem-solving skills.
- Excellent time management and organizational skills.
- Excellent writing skills.
- Active listening Skills.

FAVORABLE ATTRIBUTES

- Function with a team environment.
- Ability to work a shift system including weekends and holidays.
- Ability to drive and to be in possession of a valid driver's license.
- Ability to be flexible with work assignments.
- Ability to use one's initiative and be proactive.
- Ability to stimulate and manage change and develop strong teams.

SIGNATURE

I confirm that the requirements of this job description were discussed with me and I understand what is expected of me.

Employee's Name : _____

Employee's Signature : _____

Date : _____