

APRON CONTROL OFFICER

Job Advertisement

Reporting To: Principle Apron Controller		
Division: Terminal		
Grade Level: 5.1 - 5.5		
Remuneration: \$38,691.00 - \$42,708.00		
Special Requirements:		
Employment Type: ☒ Continuous Employment ☐ Fixed Term Contract ☐ Independent Contractor ☐ Consultant ☐ Intern	Hours: ☒ Full-Time ☐ Part-Time ☐ Part-Time Shift ☐ Casual/Flexible	Location: ☐ All Islands ☒ Providenciales ☐ Grand Turk ☐ Salt Cay ☐ North and Middle Caicos ☐ South Caicos

About The Turks and Caicos Islands Airports Authority

The Turks and Caicos Islands Airports Authority ("TCIAA") (established under The Airports Authority Ordinance, Ord.11 of 2005) is responsible for constructing, controlling, and managing airports and providing and maintaining runways, taxiways, and terminals for the efficient operation of airports in the Turks and Caicos Islands. Its current portfolio consists of owning and operating six airports while providing air navigation services for the low-level airspace above the territory. Our mission is to provide world-class airport facilities and operations through high standards in safety, security, quality, efficiency, innovation, and customer service, recognizing their importance to the overall socio-economic development and strategic growth of the Turks and Caicos Islands.

About the role

This role is pivotal in ensuring a safe and hazard-free environment for aircraft, passengers, and airside personnel. The job holder oversees all aspects of airside safety, including surface and lighting inspections, wildlife hazard control, stand planning, aircraft turnaround process monitoring, aircraft marshaling, and oversight of third-party activities on the airside.

Responsibilities and Key Deliverables

- Monitor the enplaning/deplaning of passengers from commercial air transport and general aviation aircraft on the main apron.
- Monitor refueling operations for compliance with safety procedures.
- Ensure that persons on the airside comply with the Airside Operating Procedures:
 - a. Proper and effective use of the parking and staging areas for aircraft ground service equipment and vehicles.

- b. Compliance with the speed limit and proper use of access lanes.
 - c. Wearing of high visibility vests.
 - d. Vehicle/equipment driver operator competency.
 - e. Vehicle airside worthiness.
 - f. FOD control.
- Conduct airfield inspections.
 - Conduct wildlife hazard inspections.
 - Promptly compile written reports on all accidents/incidents involving passengers, personnel, vehicles, aircraft, and equipment so that the necessary investigations can be carried out.
 - Respond to airside emergencies, taking the appropriate action in the Emergency Plan.
 - Liaise with air traffic control and ground handling agents regarding aircraft stand allocation.
 - Monitoring of aircraft parking stands.
 - Provide R.T. cover and leader/escort duties on the airside.
 - Required to assist with airside activities such as pavement marking, FOD removal, friction testing, fuel/oil spill cleanup, and light repairs.
 - Report to the principle airside/apron control officer all irregularities/deficiencies.
 - Must be fully conversant with all aspects of airside safety and operational watch duties to ensure adherence to best practices.
 - Undergo training deemed necessary for the position.
 - Also, such other functions as directed by the principle airside/ apron control officer from time to time, within the capability of the role.

Qualifications

- Posses a high school diploma and three (3) or equivalent passes.
- Posses a valid Turks & Caicos Islands driver's license class C-E.

Core Competencies

- Demonstrate proficiency in computer skills with particular competency in Word and Excel
- Able to Work effectively as a part of the team
- Demonstrate communication and interpretational skills
- Demonstrate ability to embrace change and be flexible to meet deadlines

Technical Competencies

- Airport Geography
- Wildlife Hazard Management
- Pavement Surface, Lighting and Airside Equipment Inspections
- Apron Management
- Control of Airside Works in Progress

Physical Requirements

- Good Vision
- Excellent Hearing
- Motor Skills
- Ability to Maintain Focus
- Physical Stamina
- Stress Management
- Medical Fitness

Benefits

- Mandatory Participation in Private Medical Insurance (with Life Policy included)
- Optional Participation in Employee Savings Programme
- TCIG Public Sector Employee Pension Scheme

- Training and Certification Opportunities as determined and/or required and/or appropriate by the CEO.

The Turks and Caicos Islands Airports Authority (TCIAA) is committed to diversity, equity, inclusion, and accessibility in the workplace. Diversity is ingrained in who we are and how we do business. Therefore, we welcome applicants regardless of ethnicity, gender, ability/disability, religion, and sexuality.

Interested individuals must submit:

- **Cover letter**
- **Resume**
- **2 Job References testifying to character and competency for the role,**
- **Police record**
- **Proof of status**

No later than December 12th 2025 to:

Human Resources Manager
Turks and Caicos Islands Airports Authority
Providenciales International Airport
Telephone# 649-941-8692, Fax# 9415996. Email: hrrecruitment@tciairports.tc

Turks and Caicos Islanders Preferred