

# APRON CONTROL OFFICER

## Job Advertisement

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

## About The Turks and Caicos Islands Airports Authority

The Turks and Caicos Islands Airports Authority (TCIAA), established under the Airports Authority Act, is responsible for the development, operation, and management of airport infrastructure across the Turks and Caicos Islands.

TCIAA operates six airports and provides air navigation services within the territory’s low-level airspace. Our mission is to deliver world-class airport facilities and operations through excellence in safety, security, efficiency, innovation, and customer service—supporting the nation’s socio-economic development and growth.

## 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.

- a. Compliance with the speed limit and proper use of access lanes.
- b. Wearing of high visibility vests.
- c. Vehicle/equipment driver operator competency.
- d. Vehicle airside worthiness.
- e. 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

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- 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

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- 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

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

## Physical Requirements

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

## Benefits

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- 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.

## **Application Requirements**

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- **Cover letter**
- **Resume**
- **Two (2) professional references attesting to character and competency**
- **Enhanced police record**
- **Proof of status**

**No later than May 8, 2026, to:**

Human Resources Manager  
Turks and Caicos Islands Airports Authority  
Walter E. Cox Administration Building  
Howard Hamilton International Airport  
Telephone# 649-941-8692, Fax# 9415996. Email: [hrrecruitment@tciairports.tc](mailto:hrrecruitment@tciairports.tc)

**Turks and Caicos Islanders are encouraged to apply.**