

FIRE OFFICER

Job Advertisement

Reporting To:	Watch / Crew Manager	
Division:	Fire Services	
Grade Level:	5.4	
Remuneration:	\$41,666.00	
Special Requirements:		
Employment Type: <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	Hours: <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Part-Time Shift <input type="checkbox"/> Casual/Flexible	Location: <input type="checkbox"/> All Islands <input checked="" type="checkbox"/> Providenciales <input checked="" type="checkbox"/> Grand Turk <input type="checkbox"/> Salt Cay <input checked="" type="checkbox"/> North and Middle Caicos <input checked="" 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

The fire officer is responsible for fulfilling all job-related responsibilities as any Supervisory Officer instructs. This includes conducting maintenance, inspections, and testing of fire protection systems and equipment to ensure a comprehensive understanding of the equipment essential for firefighting operations at TCIAA Airports.

Responsibilities and Key Deliverables

- Participate in Fire and Rescue duties. Follow instructions from Senior Officers to ensure the effectiveness of the operation and minimize damage to life and property.
- Help maintain, inspect, test, and repair the Fire Service and associated equipment, and assist with records of all work undertaken to ensure the fire service operates effectively (if necessary, after appropriate training).

- Carry out special duties such as pumping out excavations, fuel spillages, standbys for fuelling with passengers on board, first aid, etc.
- Participate in Fire Service drills and simulation exercises and attend de-briefing sessions to enhance or refresh skills, thus maintaining a fully effective service.
- Be competent in written English to produce all documentation well, enabling such documents to withstand scrutiny during any legal inquiry (particularly the station logbook).
- Conduct educational tours of the Fire Station, explaining the operation of the section and providing customer service to staff, other company employees, and external public members.
- Undertake any required specialist skills after training to ensure the Fire Service is stand-alone and self-sufficient, e.g., line and ladder testing, hose repair, B.A. maintenance, first aid instructor, B.A. instructor, etc.
- Participate in Fire Station general housekeeping duties, including self-catering and cleaning.
- Maintain Cardiovascular Fitness Level as specified by TCIAA Fire Service Policy.

Other Duties

- **Emergency Response Coordination:** Lead and coordinate emergency response efforts during airport incidents, including aircraft emergencies, medical emergencies, security threats, and other crisis situations, ensuring rapid and effective action in compliance with international aviation safety standards.
- **Aircraft Rescue and Firefighting (ARFF):** Operate specialized firefighting vehicles and equipment to respond to aircraft incidents, ensuring swift rescue operations and fire containment while adhering to ICAO (International Civil Aviation Organization) standards.
- **Security and Safety Compliance:** Enforce airport safety and security regulations, conduct risk assessments, and implement safety protocols to prevent accidents and ensure a secure environment for passengers, staff, and visitors.
- **Training and Development:** Organize and conduct ongoing training programs for fire service personnel, airport staff, and tenants on emergency procedures, fire safety, and the use of firefighting equipment.
- **Incident Investigation:** Participate in investigating fire and safety incidents within the airport premises, preparing detailed reports and recommending corrective actions to prevent recurrence.
- **Liaison with External Agencies:** Act as a key liaison with external emergency services, aviation authorities, and government agencies during incidents and for compliance inspections.
- **Public Relations and Customer Service:** Serve as a point of contact for safety demonstrations and public education initiatives aimed at promoting fire safety awareness among travellers and airport personnel.
- **Documentation and Recordkeeping:** Maintain accurate logs of all fire service activities, drills, incidents, and equipment maintenance, ensuring compliance with regulatory requirements and facilitating audits.
- **Environmental and Hazardous Material Management:** Implement protocols for handling hazardous materials and waste, ensuring environmental safety and regulatory compliance.
- **Participation in Strategic Planning:** Contribute to the development and review of emergency response plans, firefighting strategies, and safety policies aligned with international aviation standards and best practices.

Qualifications

- High School Diploma or equivalent.
- Holder of a CAA/ICAO Firefighter Certificate.

- Medically fit to fulfil firefighter duties.
- Computer literate and familiar with Microsoft Office.
- Ability to work under pressure in an emergency situation.
- Strong communication and teamwork skills.

Physical Requirements

- Meeting specific standards of physical fitness to perform job duties effectively.
- Passing a physical ability test that assesses stamina, strength, agility, and endurance.
- Being able to wear up to 75 pounds of gear and carry ladders, fire hoses, and individuals out of Aircrafts and Buildings.
- Demonstrating physical strength and endurance through stair climbs, hose drags, ladder raises, forcible entries, searches, and rescues.
- Completing physical fitness tests within specified timeframes.

Why Join TCIAA?

- Be part of a critical national infrastructure organisation.
- Contribute directly to the safety and efficiency of airport operations.
- Access opportunities for technical training and professional development.
- Work in a dynamic, team-oriented, and safety-focused environment.

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 approved

Application Requirements

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

No later than June 26, 2026, to:

Human Resources Manager
Turks and Caicos Islands Airports Authority
Walter E. Cox Administration Building
Howard Hamilton International Airport
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