

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 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.
 - 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.
- Must be 25 years or older

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 approved and/or required and/or appropriate by the CEO.

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.

Application Requirements

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

No later than October 16, 2026, to:

Human Resources Manager
Turks and Caicos Islands Airports Authority
Walter E. Cox Administration Building
Howard Hamilton International Airport
Telephone# 649-338-5420 Email: hrrecruitment@tciairports.tc