

JOB DESCRIPTION

POSITION IDENTIFICATION		FUNCTIONAL RELATIONSHIPS	
Job Title:	Wildlife Assistant – GFLCA	Direct Reports:	Nil
Reports to:	Duty Manager	Internal Contacts:	All Employees
Department:	Airport Operations	External Contacts:	Flight Crew, Airlines, Airport Management and Meteorological Office/Staff
Classification	Grade 15	Revised	May 22, 2024

JOB SUMMARY:

The job holder is responsible for the management and execution of the airport wildlife hazard management program at the George F.L Charles Airport

DUTIES AND RESPONSIBILITIES

1. Conducts 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. Maintains a presence in the outfield to monitor/study the bird and wildlife activity.
3. Evaluates data/information derived from the monitoring, with a view to finding solutions to reduce bird and wildlife activity in around the airport.
4. Conducts runway inspection(s) immediately following the report of a bird strike.
5. Monitors ATC Ground/Aerodrome frequency, so as to employ rapid intervention whenever necessary.
6. Apprises ATC and /or Airport Management of any sighting of potential hazards likely to affect the safety of flight operations.
7. Removes FOD found on the Movement Area, dispose of in FOD bins and report on same in daily report.
8. Completes and sign a daily wildlife activity report after every shift. Ensure the report is reviewed and endorsed by Airport Management before dissemination.
9. Coordinates along with ATC, the submission of a Bird strike (BS) form to flight crew/airline, for completion by flight crew On receipt of a bird strike report.
10. Prepares and disseminates of Monthly/Annual reports on Airport wildlife and bird activity.
11. Maintains a filing system of all related wildlife and bird activity.
12. Employs various scare tactics during the runway inspection as necessary with the available tools
13. Employs fogging and other related activity, as needed with a view to reducing the presence of wildlife and birds at the airfield
14. Performs aerodrome inspections and Monitors pavement conditions
15. Conducts perimeter inspection with the aim of preventing wildlife entry
16. Performs any other related duties as assigned by the Supervisor from time to time

QUALIFICATIONS

- Five (5) O' Levels including English, Mathematics and Geography (General I and II) plus (1) years' relevant working experience

KNOWLEDGE, SKILLS AND ABILITIES

- Demonstrates a high level of confidentiality at all times
- Proficient in Airport bird/wildlife identification
- Excellent interpersonal and communication skills
- Advanced knowledge of and proficiency in technological innovative tools
- Excellent problem-solving skills
- Excellent time management and organizational skills
- Active listening Skills and attention to detail
- Function within 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 ('B' class)
- 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 : _____

