

# GUYANA CIVIL AVIATION AUTHORITY

## JOB DESCRIPTION/JOB SPECIFICATION

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**JOB TITLE:** AERODROMES INSPECTOR

**DIRECTORATE:** Aviation Safety & Security

**DEPARTMENT:** ANS/AGA

### **JOB SPECIFICATION**

#### **ROLE**

Provide regulatory safety oversight and surveillance of aerodromes in Guyana with the objective of enhancing safety through licensing and/or certification of aerodromes, inspections, surveys and audits of aerodrome facilities, equipment, monitoring of personnel, and review and approval of manuals and other documentation produced by the aerodrome operators, thus ensuring their compliance with the applicable Civil Aviation Regulations and requirements.

#### **REQUIRED QUALIFICATIONS**

##### **Essential:**

- A First Degree in Civil or Electrical Engineering, or Aviation, or a degree in a related field from a recognized tertiary institution, or;
- Holder of at least a Commercial Pilot's Licence and/or an ATCO license with at least three (3) ratings in the field for which the license is obtained.

##### **Desirable:**

- Safety Management Systems
- A Diploma in Management
- A minimum of three (3) to five (5) years' experience in aerodrome operations, or;
- A minimum of three (3) to five (5) years' experience as a Commercial Pilot or an ATCO.

#### **SPECIFIC KNOWLEDGE REQUIRED**

- Working knowledge of the Guyana Civil Aviation Act and Regulations and Requirements relating to aerodromes.
- Working knowledge of the relevant ICAO Annex 14 Vol. 1 & 2 and other related documents.

#### **SKILLS AND ATTRIBUTES**

##### **Skills:**

- Experience in technical training, including understanding and use of visual aids, and training aid or system.
- Demonstrated analytical skills, including the ability to adopt a systematic approach to problem solving in a complex technical environment and to exercise sound professional judgment under pressure.

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### Competencies:

- **Professionalism:** Demonstrate pride in work and in achievements; demonstrates professional competence and mastery on subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results.
- The ability to establish and maintain professional working relationships with industry and department personnel.
- The ability to assist in establishing and maintaining the public image of the department as a competent and professional regulatory body.
- **Teamwork:** The ability to work effectively both independently and in a multi-disciplinary team environment; collaborate with colleagues when necessary to achieve organizational goals; solicits input by valuing ideas and expertise of others.
- **Communication:** Well-developed interpersonal and representational skills; and ability to speak and write effectively at all levels, generating reports, presentations, letters, documents, manuals, etc.
- **Planning and Organizing:** Develops clear goals and objectives that are consistent with organizational strategies; identifies priority activities and assignments; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.
- A willingness to commit to corporate objectives regarding the safety regulation function, including a demonstrated ability to adapt positively to, and facilitate change.

### WORKING CONDITIONS:

- Based at Head Office but required to work periodically at aerodromes carrying out inspections, audits, investigations, and general surveillance.
- Normally required to work weekdays 8:00 am to 4:30pm but may be required to work periodically outside of these days/hours at times when carrying out surveillance activities and investigations.
- Will be required from time to time to travel to training facilities overseas for formal or specialized training.