EXETER AND DEVON AIRPORT LIMITED

**JOB DESCRIPTION**

**POST TITLE:**  Airfield Operations Duty Officer

**LOCATION:** Airfield Operations Department, Exeter Airport

**RESPONSIBLE TO:** Head of Aerodrome Operations (Safety & Risk)

To have a key role within the Airfield Operations Department, including the safety oversight of apron and manoeuvring areas, allocation of aircraft parking, booking of ad-hoc flights and airfield extensions as well as outside working.

This department operates on a shift work basis almost 24/7 with shifts ordinarily consisting of a minimum of 10 hours in duration. Shifts are varied in pattern based around, but not set to, a 3 on 3 off pattern with early shifts commencing at 0500 and late shifts finishing up to midnight, including weekend and bank holiday working. There will also be a requirement for some late finishes (0300) and early starts (0400). Rosters are generally published 6 weeks in advance.

The position requires you to be a highly motivated individual able to play an active role in the daily airfield operation and work effectively under pressure often without direct supervision.

It is essential for the position that you have a full driving licence. Personnel must be prepared and available to remain at work at the end of a shift if the operational situation demands.

**KEY RESPONSIBILITIES:**

• Ensure that safety is always given the highest priority in meeting operational standards through inspection and audit, ensuring that occurrence and fault reporting including follow-up actions are recorded.

• Carry out regular safety inspections of the airfield (runways, taxiways, grass areas, and aprons) ensuring that all hazards to aircraft operation or personnel are identified, recorded, and acted upon as necessary and as necessary, participate in wildlife patrols

• Check the serviceability of lighting systems on the airfield and report any off-airfield hazards to aircraft such as cranes, or other obstructions.

• Provide escorts as required and as directed, assist with additional safety related functions relating to the safe operation of the airfield.

• Ensure that all personnel working airside comply with statutory instructions and local airport notices and take appropriate action to maintain high standards of safety airside and minimise the environmental impact of operations in the airside environment.

• To disseminate important information regarding the operational status of the airfield and other safety advice to a wide range of customers and business partners.

• To communicate effectively at all levels both orally and in writing.

• To provide key support during operational emergency situations including the initial cascade and subsequent communications. Assist and escort emergency services and control authorities and provide support during accident and emergency situations.

• Maintain effective working relationships with internal, external bodies and customers to promote a professional image of Exeter Airport Ltd.

• In line with the company Safety Management System, complete necessary office-based documentation, and records.

• Read and adhere to all appropriate Safety Notices, Important Airfield Information communications, Managing Directors Communications, and company Operating Procedures to ensure the appropriate compliance with the Company Integrated Management System (CIMS), taking personal responsibility for employing safe working practices to minimise risk to self, work colleagues and customers.

• To participate in airfield related projects and to carry out other duties that may be reasonably required by the company.

This job description outlines the duties required for the time being to indicate the level of responsibility. It is not a comprehensive or exclusive list and duties may be varied from time to time, which do not change the general character of the job or the level of responsibility.

**I have read and acknowledge the content of the above job description:**

Print name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last updated 12/24