



VACANCY NOTICE NO. 4 OF 2024

The BVI Airports Authority Limited invites applications from suitably qualified persons for the position of **Airport Engineering Manager**.

The successful applicant will be responsible for assisting the Director in overseeing the design, development, installation, and maintenance of electrical and electronic systems within the airport. This role also encompasses overseeing general maintenance of the Authority's facilities as well as managing projects related to aeronautical telecommunications and air navigation services, ensuring that safety standards are met through compliance to BVIAA maintenance management manual and Overseas Territories Aviation Requirements (OTARs).

Key Roles and Responsibilities:

Project Management /General Maintenance:

- Assist the Director in developing project plans, timelines, and budgets, ensuring adherence to schedules and financial provisions.
- Assist the Director in Leading and management of engineering projects from inception to completion.
- Assist the Director in Coordinating with stakeholders to define project scope, objectives, and deliverables.
- Oversee the procurement of materials and services required for project execution.
- Monitor project progress, manage risks, and implement corrective actions as necessary.
- Assist the Director in development and implementation of comprehensive maintenance plans and schedules for all airports facilities.
- Assist the Director in tracking and analysing maintenance performance metrics to identify areas for improvement and implement corrective action.
- Manage the maintenance and repair of airport equipment, including vehicles, cleaning machinery and power tools.

Electrical and Electronics Engineering:

- Design, installation, and maintenance of electrical systems, including power distribution, lighting, and communication networks.
- Ensure all electrical work complies with relevant codes, standards, and regulations.
- Assist the Director in ensuring that preventative maintenance is conducted in accordance with the BVIAA maintenance management manual and that they comply with the relevant OTARs.
- Provide technical directive to technical staff regarding troubleshooting and repair activities to ensure all technical issues are resolved in a timely manner to minimize equipment down time.
- Make recommendation to the Director regarding essential equipment upgrade.

Aeronautical Telecommunications and Air Navigation Services

- Manage and maintain systems related to aeronautical telecommunications and air navigation services, including radar, navigation aids, and communication systems.
- Collaborate with air traffic control and other aviation authorities to ensure the reliability and accuracy of navigation and communication systems.
- Implement upgrades and enhancements to improve system performance and compliance with regulatory changes.

- Supervise all activities of technical staff that are related to aeronautical telecommunication and air navigation services.
- Planning and implementation of training as part of certification process.

Team Leadership and Management

- Assist the Director in managing the department in accordance with the approved budget, procedures, and guidelines.
- Supervise and mentor a team of engineers and technicians within the Maintenance and Engineering Department.
- Provide technical guidance and support to team members.
- Conduct performance evaluations and identify professional development opportunities.
- Foster a collaborative and safety-conscious work environment.

Compliance and Safety

- Assist the Director in development and implementation of maintenance management system
- Assist the Director in development and implementation of emergency response plans for electrical and electronics systems failures and other related incidents.
- Assist the Director in ensuring all engineering activities comply with airport safety protocols and regulatory requirements.
- Maintain detailed records of electrical systems, maintenance activities, and project progress.
- Assist the Director in developing and implementing safety procedures and training programs for staff.
- Conduct risk assessments and develop mitigation strategies to address potential hazards.

Stakeholder Engagement

- Liaise with airport management, regulatory bodies, contractors, and vendors.
- Prepare and present technical reports, project updates, and budget proposals to senior airport management.
- Address stakeholder concerns and ensure transparent communication throughout project lifecycles.
- Liaise with external contractors and vendors to procure equipment and services, ensuring quality and cost-effectiveness.

Qualifications:

- Bachelor's degree in electrical and Electronics Engineering/engineering management, or a related field. A master's degree would be an asset.
- Minimum of 10 years of experience in electrical engineering, project management, and/or engineering management within an airport environment.
- Proven experience in managing aeronautical telecommunications and air navigation services projects.
- Project Management Professional (PMP) certification or equivalent is a plus

REQUIRED SKILLS AND SPECIALIZED TECHNIQUES:

- Strong knowledge of electrical systems design, installation, and maintenance.
- Proficiency in project management methodologies and tools.
- Familiarity with aviation industry standards and regulatory requirements.
- Excellent problem-solving, analytical, and decision-making abilities.
- Strong leadership and team management skills.

- Effective communication and interpersonal skills.
- Must be familiar with British Overseas Territories aviation regulations.
- Must be familiar with ICAO Annex 10, Doc 8071, Doc 7192 Part-E and OTAR 171
- Experience in Development and management of maintenance management systems.
- Aeronautical telecommunication and air navigation services training and certification
- Professional Engineer (PE) license or qualification for the same preferred.
- Ability to work in various environmental conditions, including exposure to noise, weather elements, and high-voltage equipment

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB:

- Maintain a valid security clearance, including background checks and screening processes.
- Must be willing to work outside standard office hours to address urgent issues or meet project deadlines.
- Occasional domestic and international travel for meetings, conferences, and training.
- Perform physical tasks such as security inspections and emergency responses.
- Maintain confidentiality regarding sensitive information.

Interested persons should submit completed application and other relevant documents including-

- ✓ Cover letter
- ✓ Resume
- ✓ Certificates
- ✓ 2 References (professional and personal)

Managing Director
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Deadline for submission: **August 30, 2024**