Airports Authority
OF TRINIDAD AND TOBAGO

PROFESSIONAL CAREER OPPORTUNITIES

The Airports Authority of Trinidad and Tobago (AATT)is currently seeking to recruit suitably qualified individuals to join our dynamic organisation to fill the positions of:

HEALTH, SAFETY AND ENVIRONMENT OFFICER & DUTY MANAGER
ANR ROBINSON INTERNATIONAL AIRPORT

HEALTH, SAFETY AND ENVIRONMENT OFFICER

JOB SUMMARY:

Under the supervision of the HSE Team Lead, the Health, Safety and Environment Officer shall be required to monitor and assess the operations of Health, Safety and Environment ("HSE") ensuring compliance with regulatory practices and the policy requirements of the Airports Authority of Trinidad and Tobago ("the Authority").

KEY DUTIES/TASKS:

- Ensure employees, stakeholders and contractors are compliant with the requirements of the OSH Act, Chapter 88:08, EMA Act, Chapter 35:05 and all other relevant local/international regulations and standards.
- Ensure compliance with the Authority's Health and Safety Management System (HSMS) and monitor its effectiveness to achieve its objectives.
- Review approved or draft policies, procedures and safe systems of work to ensure compliance with local/international regulations and standards.
- Conduct risks assessments and Job Safety Analyses of the Authority's operations.
- Conduct planned and unplanned inspections throughout the aerodromes to ensure compliance with applicable laws and conformance with the HSMS.
- Take appropriate actions to safeguard life and prevent injury or work-related ill-health at job sites and throughout the aerodrome.
- Develop and implement emergency preparedness and response plans and procedures for the Authority's facilities.
- Investigate/identify root cause(s) and report on accidents, incidents, near misses and dangerous occurrences in a timely and comprehensive manner and make recommendations to prevent recurrences.
- Maintain systems for statistical analyses of accidents and utilize analytic data to identify trends, weaknesses, vulnerabilities and opportunities in the HSMS.
- Coordinate with and support the Duty Manager during emergencies, accidents/incidents occurring on the aerodrome.
- Oversee and maintain the airport environment free of hazards and risks by conducting routine and random checks on material, equipment, personal protective equipment, chemicals etc. for compatibility with established standards and recommend actions if and/when necessary.
- Conduct Health, Safety and Environment Audits on the Authority's operations.
- Attend meetings and represent on Committees when required.
- Conduct inspections and audits of the Apron and airside operations, report findings and take action in the interest of safety when required.
- Conduct bird and wildlife hazard assessments of the aerodrome and implement established control measures.
- Review project specific HSE documentation submitted by contractors and provide feedback and recommendations.
- Inspect and monitor contractor operations and take action when required in the interest of safety.
- Participate in developing and implementing HSE initiatives, activities and events to promote HSE and enhance the Authority's safety culture.
- Perform any other related duties as required.

REQUIRED SKILLS, KNOWLEDGE & ABILITIES:

- Strong analytical and problem-solving skills.
- Ability to communicate clearly and concisely, both verbally and in writing (especially report writing skills).
- Excellent interpersonal skills.
- Proficient in Microsoft Office Applications.
- Possession of a valid driver's permit

QUALIFICATIONS & EXPERIENCE:

- University degree in Environmental Engineering, Occupational Safety and Health or a related field.
- Minimum of three (3) years' experience in a Health, Safety and Environment position in a large company.

DUTY MANAGER

JOB SUMMARY:

The Duty Manager reports directly to the Manager-Airport Operations, monitors airside and landside activities and resolves operational difficulties or problems identified. In the absence of the Manager-Airport Operations and after normal working hours, the Duty Manager is the senior site representative of the AATT and is responsible for responding, coordinating and resolving administrative and operational matters that may arise.

KEY DUTIES/TASKS:

- Manage day-to-day operations of the airport.
- Ensure the operational efficiency and safety of the airport by performing standard inspections of the airside, landside and terminal facilities in compliance with international and local regulations and Airports Authority standard operating procedures, policies and regulations.
- Monitor and report airfield conditions and promulgate advisories and reports as necessary.
- Coordinate resolution of issues affecting the operations and safety of the Airport, inclusive of adverse reports, complaints, system/equipment malfunctions and incidents.
- Develop and maintain standard operational procedures in keeping with the Authority's policies inclusive of developing and updating manuals, facilitating meetings, executing implementation plans, and delivering training.
- Ensure the safety of aircraft operations during major projects within the airfield by developing Safety Plans and overseeing works.
- Respond to Airport emergencies in accordance with the Airport Emergency Plan, and assume initial responsibility for the management of emergencies within the Airport.
- Collaborate with other departments and stakeholders to ensure continued delivery of services and safety of aircraft during planned activities and disruptions.
- Execute various aspects of the Safety Management System inclusive of reporting, investigating, participating in committees and developing guidance documents (safety bulletins).
- Perform any other related duties as required.

REQUIRED SKILLS, KNOWLEDGE & ABILITIES:

- Problem solving, conflict resolution, supervisory and analytical skills.
- Interpersonal and effective time management skills.
- Ability to motivate and empower individuals.
- Knowledge of ICAO Annex 9, 14, 15, 17 and 19 as well as related documents.
- Excellent command of the Microsoft Office Suite.
- Excellent verbal and written communication skills.

QUALIFICATIONS & EXPERIENCE:

- A Bachelor's Degree in Aviation Management, Airport Management or similar airport/ aviation focused field of study OR,
- A Bachelor's Degree in a field providing a strong foundation for successful performance of the duties in this job description, OR
- An equivalent combination of education, and aviation training AND
- Six (6) years of experience in airport, airline/aviation operations demonstrating progressive responsibility and development inclusive of at least two (2) years supervisory experience.

Applications and supporting pre requisite documents must be uploaded via **https://tntairports.com** and addressed to the General Manager

The deadline date for receipt of applications is **December 04th, 2026.**

Unsuitable applications will not be acknowledged.