

**ROYAL GOVERNMENT OF BHUTAN  
ROYAL CIVIL SERVICE COMMISSION  
POSITION DESCRIPTION**

**1. JOB IDENTIFICATION:**

- 1.1 Position Title: Aerodrome officer**  
**1.2 Position level: S1**  
**1.3 Sub Group: Aviation services Services**  
**1.4 Major Group: Transportation and Aviation Services Group**  
**1.5 Job Code No.: 19-800-04**  
**1.6 Job Location: (Complete as appropriate) Department of Civil Aviation,  
Headquarters**

**Ministry:- Ministry of Information & Communications. Department:-  
Civil Aviation, Division:- Section:- Aerodrome Unit :-**

**1.7 Title of the first level Supervisor: Head of Division**

- 2. DUTIES AND RESPONSIBILITIES:** *Describe the main duties and responsibilities, indicating what is done and how it is done. Duties should be presented in decreasing order of percentage of time spent on them, or in order of relative importance.*

**PURPOSE:** The primary purpose of the work is to maintain effective monitoring of aerodrome operators and airport maintenance organizations.

<b>Duties and Responsibilities</b>	<b>% of Time</b>
<b>Certification of Aerodrome and Airport Maintenance Organizations:</b> <ul style="list-style-type: none"><li>• Conduct specific audits and inspections as assigned during evaluation of Aerodrome Operators and Maintenance Organizations for issue or</li></ul>	30%

<p>renewal of Aerodrome Certificate.</p> <ul style="list-style-type: none"> <li>• Review aerodrome manual and conduct systems inspection for issue or renewal of Aerodrome Certificate.</li> <li>• Assist the Chief Aerodrome Officer in evaluation of Aerodrome emergency plan, Airside vehicle control manual and policy, procedure of airport operating system.</li> <li>• Inspect aviation fueling equipment and procedures</li> </ul>	
<p><b>Surveillance of Maintenance Organization &amp; Aerodrome Operators:</b></p> <ul style="list-style-type: none"> <li>• Conduct surveillance of aerodrome operator and maintenance organization management personnel and licensed aerodrome operators.</li> <li>• Participate as a member auditor during scheduled Audit of Aerodrome Operators and Maintenance Organizations, and determine their ongoing compliance with the regulatory standards</li> <li>• Conduct periodic Inspection of Ramp, Fueling procedures and Rescue and Fire unit.</li> <li>• Conduct periodic inspection of operator’s base and Check records.</li> <li>• Prepare and submit analytical audit/inspection reports to the Chief Aerodrome Officer and propose enforcement action</li> <li>• Carry out follow-up action on the audit findings for the implementation of corrective/preventive measures</li> </ul>	30%
<p><b>Administration :</b></p> <ul style="list-style-type: none"> <li>• Adhere to and respond promptly where necessary to all orders/notices/circulars issued by the Controller of Aerodrome.</li> <li>• Use initiative to pursue any matter that needs to be attended to in the interest of aerodrome safety and report it to the Chief Aerodrome</li> </ul>	20%

<p>Officer</p> <ul style="list-style-type: none"> <li>• Assist ICAO Safety Oversight Auditors during audit, and note their findings and observations</li> <li>• Maintain Aerodrome publications and documentation library with amendments</li> <li>• Familiarize with the contents of all Airport Directives, Service Bulletins and similar documents in respect of the aerodrome.</li> </ul> <p><b>Certifying of Aerodrome:</b></p> <ul style="list-style-type: none"> <li>• Certification Process</li> <li>• Dealing with the expression of interest.</li> <li>• Assessment of a formal application for an Aerodrome Certificate.</li> <li>• The Grant or Refusal of a Certificate.</li> <li>• Promulgation in the AIP of the certified status and Details of the Aerodrome.</li> <li>• Transfer of an Aerodrome Certificate.</li> <li>• Surrender of an Aerodrome Certificate.</li> </ul> <p><b>Regulations &amp; Requirements:</b></p> <ul style="list-style-type: none"> <li>• Enforcement of BANRs on Aerodrome Operators and Maintenance Organizations</li> <li>• Report breaches of regulations and directives to the Chief Aerodrome Officer.</li> </ul> <p><b>Obstacle Control</b></p> <ul style="list-style-type: none"> <li>• Monitoring the obstacle limitation surfaces and Type A Chart for obstacles in take-off surface.</li> </ul>	<p>10%</p> <p>5%</p> <p>5%</p>
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<ul style="list-style-type: none"> <li>• Controlling obstacles within the authority of the operator,</li> <li>• Monitoring the height of buildings or structures within the boundaries of the obstacle limitation surfaces,</li> <li>• Controlling new developments in the vicinity of aerodromes,</li> <li>• Notifying the authority of the nature of location of obstacles and any subsequent addition or removal of obstacles for action as necessary, including amendment of action as necessary, including amendment of the AIS publications.</li> </ul>	
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**3. KNOWLEDGE AND SKILLS REQUIRMENTS:** *Minimum requirement for performance of work describe:*

3.1 **Education:** *Level of knowledge, Education and/or skills. If University Degree is required, indicate appropriate field of study and level of degree.*

Cl. XII with Diploma (Aerodrome)

**3.2 Training**

The following courses must be attended as Initial Training Requirements for a Controller of Aerodromes:

- Basic Course either in ATC or Aviation Met.
- Safety Audit and Quality Management Course
- ICAO Safety Oversight Course
- Accident Prevention and Investigation Course
- Aviation Management Training

Recurrent/refresher training must be imparted regularly on the following courses:

- Airport Management Course.
- Audit Policy and Procedures Course
- Human Factors Course
- Dangerous Goods Course
- Aviation Safety Promotion Course
- Accident Investigation Course
- Aerodrome Licensing Course
- Reliability Control Programs

Recurrent/refresher training must be imparted regularly on the following courses:

- Audit Policy and Procedures Course

- Human Factors Course
- Dangerous Goods Course
- Aviation Safety Promotion Course
- Accident Investigation Course
- Aerodrome Licensing Course
- Reliability Control Programs

The Aerodrome Officer/Inspector will additionally require continuous training to keep pace with the growth of aviation in the world through regular attending of Aviation Symposium, Seminars and Workshops.

### **3.3 Length of practical experience:**

Minimum experience of 4 years as Asst. Aerodrome Officer or equivalent experience.

### **3.4 Knowledge of language(s) and other specialized requirements**

- Should have good command of English language (written and spoken), and
- Should have the ability to write clear, concise and objective reports of audits and inspections, and
- Should possess good communication and interpersonal skills, and
- Should possess a reasonable level of tact, understanding, firmness and impartiality, and
- Should exhibit a high degree of integrity and exemplary personal
- Conduct both in office and at the operator's premises.

## **4. COMPLEXITY OF WORK:** *Describe the intricacy of tasks, steps process or methods involved in work, difficulty and originality involved in work.*

The work primarily involves conducting auditing and inspection functions on airport and airport maintenance organizations. The audit and inspections may be conducted for the purpose of certifying the aerodrome or maintenance organizations or checking ongoing compliance with the regulations. Such audits

will normally involve analyzing facility systems, ascertaining adequacy of maintenance procedures and facilities and identifying deficiencies in operating airports, which combined together contribute to air safety. To achieve effective auditing the post holder will require in-depth knowledge of the regulations, including the means of achieving compliance and thorough knowledge on Aerodrome working procedures, aerodrome Standards and ICAO Annex 14. Based on the audit report he will have to brief the Chief Aerodrome Officer on compliance status of aerodrome operators and airport maintenance organizations. Since his report has high bearing on safety it is crucial that he exercised high level of tact, objectivity and analytical skills.

**5. SCOPE AND EFFECT OF WORK:** *Describe the purpose, breath of work performance, and the effect the work has on the work of others or the functions of the organization.*

The primary purpose of the work is to maintain effective monitoring of aerodrome operators and airport maintenance organizations. Effective monitoring is achieved by conducting periodic audit and inspection of the maintenance systems, procedures and facilities, raising findings and enforcing corrective/preventive actions. The result is to achieve compliance with the regulatory standards and in turn assure a safe, reliable and efficient airport maintenance and operation, with growing confidence from the general public.

**6. INSTRUCTION AND GUIDELINES AVILABLE:**

**6.1 Instruction:** *Describe controls exercised over the work by the Superior; how work is assigned, reviewed and evaluated.*

The Aerodrome Officer will work under the guidance and supervision of the Chief. Aerodrome Officer. However, he will be assigned fieldwork like auditing and spot inspections by the Controller of Aerodrome as per the established Audit/Inspection Program. While in field or in office, where necessary he may seek the consent and approval of the Chief Aerodrome Officer on decisions affecting aerodrome. Following field visits

like airfield and ramp inspections he must submit reports to the Chief Aerodrome Officer for review and analysis.

- 6.2 **Guidelines:** *Indicate which written or unwritten guidelines are available, and the extent to which the employees may interpret, adapt or devise new guidelines.*

The maintenance and operational standards adopted in the Bhutan Air Navigation Regulations (BANRs) with associated Acceptable Means of Compliance (AMC) and Interpretative and Explanatory Materials must be strictly followed as minimum standards.

The Aerodrome Inspector Manual and Administrative Guidance Materials may be used to provide procedural and contents guidance. During auditing and inspection separate checklists may be used to provide general guidance on aspects to be considered. However, the checklist is flexible and the auditor must have the skill and tact to deviate from the checklist. In some cases need may arise to develop a new checklist on the spot in order to perform effective inspection and auditing and present a realistic picture of the organisation.

7. **WORK RELATIONSHIPS:** *Indicate the frequency, nature and purpose of contacts with others within and outside the assigned organization (other than contacts with superiors):*

Shall maintain close co-ordination with the Flight Safety Section and Airport Management section on operational matters involving safety requirements.

Outside the Organisation, the job involves meeting, interviews and discussing matters relating to safety with appropriate managerial personnel in the airline and maintenance organisations during the process of audit and inspection.

On the international level, he may require writing to the International Civil Aviation Organisation (ICAO) headquarters on recent changes in minimum

standards and recommended practices (SARPs) and advise the Chief Aerodrome Officer on actions required.

Write to other regulatory authorities and safety organisations on safety related issues.

- 8. SUPERVISION OVER OTHERS:** *Describe responsibility for supervision of other employees, including the nature of supervisory responsibilities and classification and number of subordinates.*

No supervision over other employees.

- 9. JOB ENVIROMENT:** *Describe physical exercise required, such as walking standing, lifting objects, etc., and /or any risk or discomforts such as exposure to chemicals, climbing to heights, extreme weather conditions, or other severe discomforts.*

The job involves mainly field audit and inspections and less office work. Office work may involve writing reports on safety audits and inspections, initiating follow-up action, and communication and exchange of safety information with airport management and other Civil Aviation regulatory bodies. It does not involve any significant physical exertion. Field audit and inspection of aerodrome, and ramp may involve climbing heights of about 10 to 15 meters on work platforms, handling of and exposure to chemicals, exposure to high noise levels in the range of 70-120 Decibels, exposure to high speed rotating parts.