

**Lynden Pindling International Airport  
Nassau Airport Development Company Ltd.  
JOB DESCRIPTION**

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<b>TITLE</b>	Safety & Emergency Planning Coordinator
<b>SALARY BAND</b>	Coordinator
<b>DEPARTMENT</b>	Airside Operations & Public Safety
<b>DATE</b>	April 2018

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**JOB PURPOSE** – The Safety & Emergency Planning Coordinator is responsible for developing, implementing and maintaining safety programs and coordinating the emergency planning/preparedness and business continuity activities for the airport.

**REPORTS TO** – Manager, Safety & Emergency Planning

**QUALIFICATIONS** –

- Post-secondary education or training in a related field
- Must be able to acquire and maintain a valid airport security identification badge and valid driver's license
- Some knowledge of aviation industry (working experience a definite asset)
- Strong problem-solving skills Experience with process flow diagrams
- Proven facilitation and presentation skills
- Demonstrated leadership ability
- Proficiency in Microsoft office and an aptitude for technical information
- Excellent written and verbal communication skills

**KEY RESPONSIBILITIES** –

- Works with stakeholders, particularly emergency response personnel to establish viable working relationships and to conduct emergency planning/preparedness exercises on behalf of the airport, including live, tabletop and internal operational training exercises
- Develops implements and maintains manuals (Airport Emergency Plan, Safety Manual, Airside Traffic Directives, etc.)
- Manages the continued development of the Airside Vehicle Operator's Permit (AVOP) program
- Investigates employee related injuries, accidents and property damage. Determines cause and consults management on appropriate remedies to prevent future occurrences. Compiles and maintains incident reports and logs
- Conducts regular on-site visits to inspect and perform safety audits of NAD workplace environments and practices
- Coordinates safety requirements of consultants or contractors brought on site to conduct work. Defines work parameters, monitors compliance and provides feedback to the relevant department(s)
- Assists in the coordination of the Joint Occupational Safety & Health Committee meetings and related activities
- Promotes airport community awareness of the importance of safety & emergency planning/preparedness through seminars, workshops, displays, brochures, etc.
- Assists with the development and implementation of new safety & emergency planning/preparedness policies and procedures in response to changing local government regulations, international standards, and/or major events or incidents
- Works in close partnership with both government (NEMA) and private organizations (Bahamas Red Cross Association, BASRA, etc.) to ensure support during an emergency
- Develops, implements and maintains an adequate floor warden program
- Conducts monthly inspections of fire alarm system
- Assist with the implantation, promotion and maintenance of the airport's Safety Management System (SMS)
- Assists with other Airside Operations & Public Safety Department programs as required
- Shift coverage for airside team.

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**Note:** The preceding information is intended to be representative of the work performed by incumbents in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities.