



## **CAREER OPPORTUNITY ASSISTANT MANAGER BHS AND ADB SERVICES BHS & ADB SERVICES DEPARTMENT**

**JOB SUMMARY:** – This position has responsibility for assisting the manager of the Baggage Handling System (BHS) and Apron Drive Bridges (ADB) department with the preparation and execution of the maintenance activities for the BHS and ADBs, and their associated equipment, at the Lynden Pindling International Airport (LPIA). The Assistant Manager will be responsible for the supervision of all ADB & BHS Team members to ensure that all key performance standards between NAD and its stakeholders are maintained. Assist with the repair, installation, and maintenance of the Explosive Detection Scanners (EDS), interfaced to the Baggage Handling System (BHS) and all peripheral equipment associated with the EDS screening devices at The Lynden Pindling International Airport (LPIA). Given the critical nature of the systems and equipment to the operation at LPIA, the assistant manager must also provide exceptional leadership for the ADB & BHS Team, liaise between local/external contractors to resolve technical issues, communicate effectively with the airport stakeholders. As the assistant manager, you will also be responsible for assisting with the training and development of the BHS and ADB teams to equip the team with the necessary skills to resolve any disruption to the ADB & BHS services in the shortest possible time with minimal impact to airport operations.

### **KEY DUTIES AND RESPONSIBILITIES: -**

- Generate reports for the department.
- Prepare work schedules for the BHS and ADB Teams.
- Daily assessment of the condition of the BHS/ADB equipment.
- Perform troubleshooting of BHS/ADB equipment problems.
- Manage all BHS and ADB projects to successful completion.
- Work with the BHS/ADB teams to ensure that NAD meets its goals and obligations as it relates to the ADB's / BHS and its stakeholders network equipment and systems for the HBS equipment.
- Monitors EDS/BHS systems interface and troubleshoot communication problems.
- Works closely with BHS/On Screen Resolution (OSR) teams to ensure the delivery of bags through the BHS to the BIR.
- Perform preventive maintenance (PM/DMs) programs on the EDS.
- Work closely with the airline agents to ensure the delivery of bags through the BHS to the makeup units.
- Assist manager in the procurement of parts and materials.
- Liaise with other department heads to address NAD maintenance and operational related issues.
- Liaise with the United States Customs and Border Protection agency, as necessary.
- Meet with team members daily and assign duties to team members to ensure the effectiveness of the department.
- Provide leadership to all junior staff.
- Identify and maintain key performance indicators for the department.
- Development, implement and manage Preventive Maintenance programs to ensure the upkeep of the BHS and ADB equipment.
- Ensure that work areas are clean and free of any debris.
- Any other duties assigned to ensure the success of the ADB/BHS Team and NAD.

## **QUALIFICATIONS: –**

- Bachelor's Degree or higher in Mech / Electrical /Electronic or equivalent qualification with three to five years' experience in the area of mechanical or electrical maintenance with outstanding performance record.
- Project management experience with a minimum of five years.
- Demonstrate ability to meet targets and deadlines.
- Analytical and intuitive problem solver
- IT background would be a plus
- PLC basic would-be a plus
- Ability to read and interpret engineering drawings and schematics.
- Ability to develop and maintain PM / Operational work schedules
- Be able to organize supervisors, track, document all activity (in the ADB/BHS Team) to ensure junior staff are engaged with one goal of development of world class operation
- Working knowledge of Microsoft Office Applications
- Ability to work with limited supervision.
- Must be versatile with a clamp on meter/ multi-meter.
- Proven ability to work in a team environment.
- Ability to identify problems and reach efficient solutions.
- Ability to lift baggage more than seventy pounds.
- Ability to communicate effectively both verbally & in writing
- Knowledge of safe work practices
- Demonstrate the proper attitude (to ensure success of the ADB/BHS Team and NAD)

Resumes and certificates should be forwarded via email to [people@nas.bs](mailto:people@nas.bs) on or before **Tuesday, March 18, 2025**. Please indicate the position you are applying for in the subject field.