

JOB DESCRIPTION

Job Title	Executive / Sr. Executive
Incumbent Name	
Division / Department / Function	Landside - Technical
Approved By (Immediate Supervisor)	
Date	25/01/2011

1. JOB PURPOSE

(Briefly describe the general purpose of the position or its significance from the organisation's point of view and how it contributes to the overall mission/objective of the organization).

<p>Monitor landside activities like ground transportation, traffic, up-keeping of infrastructure, handle accidents. Liaising with internal departments for better coordination in day to day operations</p>
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2. PRINCIPAL ACCOUNTABILITIES

(List the responsibilities/duties associated with the job and the major activities associated with each responsibility. For each responsibility/duty listed, give the factors on which an individual's performance is judged).

Accountabilities	Major Activities
<p>Assist in smooth & seamless flow of traffic across BIA premises</p>	<ul style="list-style-type: none"> ○ Ensure smooth & seamless flow of traffic on all roads inside BIA premises. ○ Patrol all areas to ensure presence of CPS staff ○ Attend & manage vehicular accidents, clearing traffic with the help of CPS & Police. ○ Coordination with maintenance department for up-keeping of landside infrastructures roads, road humps, lights, medians & plants, signage ○ Monitoring & reporting any illegal activities, gatherings etc to security department & police
<p>Ensure parking revenues are protected by effective Tow vehicle operation</p>	<ul style="list-style-type: none"> ○ Manage Tow vehicle operations ○ Conduct regular patrolling across BIA roads ○ Removal of illegal parking
<p>Assist Maintenance department in up-keeping of landside facilities like roads, pavements, lights, signage, landscaping, toilets etc.</p>	<ul style="list-style-type: none"> ○ Follow check all Check lists & SOP's relating Technical landside activity ○ Reporting, alerting relevant department in case of damages to any infrastructure

Assist Security team in controlling touting activities or any illegal activities	<ul style="list-style-type: none"> ○ Reporting touting activities to security agency/security department, police.
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3. MAJOR CHALLENGES

(List the major challenges you face on an on-going basis in carrying out your job).

4. INTERACTIONS

(List the job roles that you interact with inside or outside the company to enable you to meet your accountabilities).

Internal Interaction

List the job roles you need to interact with Internally in the organization to enable success in your day to day work
Terminal Operations / Tech & Maintenance / Landside Commercial

External Interactions

List the job roles / entities / forums you need to interact with outside the organization to enable success in your day to day work
Airport Police

5. SKILLS AND KNOWLEDGE – WHAT THE JOB REQUIRES AND NOT WHAT THE INCUMBENT HAS

(State the minimum acceptable proficiency for this job which best indicates the education and/or experience requirements of this job and not the incumbent).

Educational Qualifications

<ul style="list-style-type: none"> • Graduate
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Relevant and total years of Experience

<ul style="list-style-type: none"> • Professional Experience minimum 5 years of experience in relevant industry <ul style="list-style-type: none"> ○ Experience in managing operations in service industry ○ Experience in customer service
