

TURNAROUND CO-ORDINATOR (S6)

Purpose of the Job

1. Turnaround Coordinator (TAC) is responsible to plan, organize, supervise and control the turnaround activities for customer airlines in order to achieve a safe, secure and on- time departure.
2. The TAC is responsible to ensure that all participating stakeholders of the turnaround process adhere to the PTS and to guidelines published by the customer airline
3. The TAC shall monitor the turnaround functions so that they meet the service level agreement, as well as resolve issues and/or concerns that may impact the turnaround of the aircraft.

Roles and Responsibilities

1. Each aircraft turnaround will have a TAC allocated. TAC can be made responsible for more than one turnaround when the ETA/ATD has a separation time of at least 30 minutes.
2. Shall be responsible to coordinate the punctuality of assigned flights resulting in to an acceptable level of on- time departures.
3. Shall arrange and plan to receive the flight before arriving. Liaises closely with all internal sections and external agencies to ensure that resources are available, serviceable and in position prior to flight arrival, enabling immediate engagement after chocks- on and engine shutdown.
4. Ability to put to best use the various communication tools, e.g., Radio, Telephones, Mobile, Computer, Telex eTAC..
5. Shall be responsible to coordinate all emergency activities and procedures and liaise with the Airport authorities in case a full emergency aircraft incident occurs.