



# HUMAN RESOURCE MANAGEMENT DIRECTORATE

Church Folly, Grand Turk, Turks & Caicos Islands. Ph: 649-946-2801, Fax: 649-946-1582

## GOVERNMENT VACANCY

**JOB TITLE:** Park Infrastructure Officer

**MINISTRY:** Ministry of Tourism, Environment, Fisheries and Marine Affairs, Culture and Heritage, Agriculture, Religious Affairs and Gaming

**Department:** Department of Environment and Coastal Resources (DECR)

**LOCATION:** Grand Turk

### JOB SUMMARY:

This is a frontline position with nationwide responsibility to oversee the management of the coastal and protected areas infrastructure of the Turks and Caicos Islands, covering the National Parks, Nature Reserves, Sanctuaries, Areas of Historic Interest, Critical Habitat Reserves, and Community Parks. The job holder will lead on the following:

1. Monitoring, repairing and installation of marine infrastructure such as park boundary markers; swim, aquatic and other recreational zones; dive moorings; interpretative features; access lanes and trails and other infrastructure needs as may arise;
2. Installation and retrieval of meteorological, oceanographic and water quality data devices;
3. and other support infrastructure within the protected areas.

The position will work with Beach patrol and conservation Officers as well as relevant stakeholders such as ecotourism and water sports operators, recreational users, hoteliers, non-governmental and international partners. The position will supervise the maintenance and installation of infrastructure and support development of management plans for all Protected Areas infrastructure.

The post holder will report directly to the Senior Conservation Officer and Assistant Director for Protected Areas and Revenue and work closely with the Director and Deputy Director.

Please note: This role involves physically demanding tasks (use of underwater drills and jackhammers, installing moorings and buoys, using diving gear etc.) and requires the successful candidate to maintain a level of physical fitness and scuba certification appropriate for the job's requirements.

### KEY DUTIES AND RESPONSIBILITIES:

The Parks Infrastructure Officer serves as the lead technical officer responsible for the planning, installation, maintenance, monitoring, and reporting of all marine and land-based infrastructure





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within the Turks and Caicos Islands Protected Areas System. Key responsibilities include, but are not limited to:

## 1. Swim Zone Planning, Installation and Maintenance

1. Lead the identification, assessment and establishment of new designated swim zones within National Parks, Nature Reserves, Community Parks and other Protected Areas across the TCI.
2. Conduct site assessments to determine suitability of new swim zone locations, including environmental sensitivity, user safety, reef proximity, tidal/current patterns, vessel traffic and shoreline access.
3. Develop layout plans and technical specifications for swim zones in accordance with DECR regulations and international best practice.
4. Oversee and physically participate in the installation of swim zone buoys, anchoring systems, demarcation lines and associated safety markers.
5. Ensure proper anchoring techniques are used to minimize environmental damage, particularly in coral reef and seagrass habitats.
6. Conduct routine inspections of all swim zones nationwide to ensure buoy integrity, anchor security, visibility, spacing compliance, and regulatory alignment.
7. Undertake timely repairs and replacement of damaged, missing, faded, or displaced markers.
8. Maintain an updated geospatial inventory (GPS coordinates) of all designated swim zones.

## 2. Boat Access Lanes – Establishment and Oversight

1. Identify and assess appropriate locations for new boat access lanes within Protected Areas to ensure safe navigation while protecting sensitive habitats.
2. Design and implement properly marked access corridors using approved marine markers and buoys.
3. Install and maintain regulatory markers indicating vessel speed restrictions, no-entry areas, and separation between swim zones and vessel corridors.
4. Conduct regular monitoring to ensure boat lanes remain clearly marked, aligned, and compliant with regulatory standards.
5. Respond to storm damage and emergency displacement of markers to restore navigational safety promptly.
6. Work closely with marine enforcement, watersports operators, and stakeholders to ensure safe and sustainable use of designated access routes.

## 3. Dive Moorings and Mooring Fields

1. Identify priority reef and dive sites requiring new or replacement moorings.
2. Conduct underwater assessments to determine appropriate mooring placement that avoids coral damage and ensures diver and vessel safety.
3. Lead the installation of environmentally responsible mooring systems, including anchor blocks, helical anchors, chains, bridles, and surface buoys.





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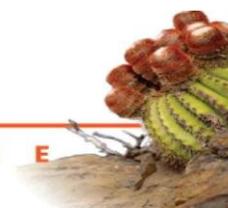
4. Maintain and inspect all dive moorings and mooring fields across the TCI Protected Areas on a scheduled basis.
5. Replace worn chains, shackles, and surface buoys before failure occurs.
6. Maintain a national inventory and GIS record of all mooring installations, including installation dates, specifications, and maintenance history.
7. Provide guidance to commercial operators regarding safe and appropriate use of moorings.

#### 4. Monthly Infrastructure Monitoring and Reporting

8. Prepare and submit comprehensive monthly infrastructure status reports to the Senior Conservation Officer and Assistant Director.

Reports shall include:

- Status of all swim zones (functional, damaged, missing markers, repairs required).
  - Status of all boat access lanes.
  - Status of dive moorings and mooring fields.
  - Inventory and condition of beach access signs and land-based park signage.
  - Infrastructure repairs completed during the reporting period.
  - Materials used and stock levels.
  - Emerging risks or priority repair needs.
  - Statistical summary of inspections conducted.
2. Maintain photographic and GPS documentation records for accountability and audit purposes.
  3. Provide recommendations for capital improvements, replacements, or expansion projects.
  4. 5. Land-Based Infrastructure and Signage
  5. Develop and implement a national signage plan for all Protected Areas.
  6. Design, fabricate (where applicable), install and maintain:
    7. Park directional signs.
    8. Regulatory and boundary markers.
    9. Educational and interpretive signs.
    10. Beach access signs.
    11. Informational boards outlining park rules and environmental guidance.
    12. Ensure signage is weather-resistant, visible, and compliant with branding and legislative standards.
    13. Conduct routine inspections to identify vandalism, fading, corrosion, or storm damage.
    14. Maintain a signage inventory database including installation dates, location coordinates, condition status, and replacement schedule.
    15. Submit monthly statistical reports on the condition, maintenance, and replacement needs of all signs and land-based infrastructure.
  16. 6. Scheduled Maintenance Programme
  17. Develop and implement a structured preventative maintenance programme for all marine and terrestrial infrastructure.
  18. Establish inspection schedules (monthly, quarterly, and annual) depending on infrastructure type and exposure risk.





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19. Lead field teams in conducting inspections, repairs, and new installations.
20. Ensure all safety protocols are followed during marine operations and diving activities.
21. 7. Procurement and Asset Management
22. Assist in procurement of marine hardware, anchoring systems, buoys, chains, signage materials, and safety equipment in accordance with government procurement policies.
23. Maintain inventory of spare parts and equipment.
24. Ensure cost-effective use of materials and proper asset tracking.
25. 8. Environmental Compliance and Best Practice
26. Ensure all installations are conducted in a manner that minimizes ecological impact.
27. Apply best practices in reef-safe mooring installation and shoreline infrastructure placement.
28. Collaborate with Conservation Officers to ensure infrastructure aligns with Protected Area management objectives.
29. 9. Stakeholder Coordination and Public Engagement
30. Liaise with water sports operators, dive operators, hoteliers, marinas, NGOs and community stakeholders regarding infrastructure needs and compliance.
31. Support public awareness initiatives regarding swim zones, boat lanes, and proper use of moorings.
32. Represent DECR at relevant workshops, meetings and stakeholder consultations.
33. 10. Technical Field Operations
34. Operate boats, winches, underwater drills, jackhammers, lifting equipment and diving gear in various sea conditions.
35. Maintain scuba certification and physical fitness required for field operations.
36. Ensure safe handling and transport of heavy marine infrastructure materials.
37. 11. Policy and Planning Support
38. Assist in the development and updating of Protected Areas infrastructure standards, policies, and operational guidelines.
39. Contribute technical input to Protected Area Management Plans relating to infrastructure development and spatial planning.
40. 12. General Responsibilities
41. Adhere to all Public Service codes, rules and regulations.
42. Perform any other duties assigned by the Director or Deputy Director consistent with the scope of the position.

## QUALIFICATIONS AND EXPERIENCE:

- Diploma (Associate Degree of higher Education is desirable )
- Proficient Swimmer / Diver
- Open-water diving certification, e.g. PADI (or ability to be trained upon appointment)
- Boat Handling License or STCW Certification (Desirable)
- Valid TCI driver's license (or ability to acquire one immediately upon appointment)
- Proficiency in Microsoft Office applications, particularly MS Word and MS Excel.

## Experience:





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- The position requires a minimum of two years of relevant experience boat handling.
- Proficiency in handling boats, winches, GPS devices, underwater gear, anchors, chains, ropes and buoys in various sea conditions. Knowledge of how to minimise environmental impact, especially near coral reefs or sensitive habitats.
- Good knowledge of the Turks and Caicos Islands national Parks laws and subsidiary regulations.
- Good knowledge of the Turks and Caicos Islands Protected Areas System, including National Parks, Nature Reserves, Sanctuaries, Areas of Historic Interest, Critical Habitat Reserves, and Community Parks; including their features, infrastructure, management, and threats.

### REMUNERATION PACKAGE:

SALARY – Grade 5                      38,691.00 per annum

