

# APPLICATION PACKAGE

## Lead Airport Reporting Officer (o23o)

(SF22/46)



### About:

- Roma, QLD
- Full time / 38 hours per week
- *QLD Local Government Industry (Stream B) Award – State 2017 / Maranoa Regional Council Certified Agreement 2019 / Level 9*
- 5 weeks annual leave
- Fortnightly RDO's
- Salary Sacrifice Facilities

### Purpose:

To enable compliance and integrity of day to day operations by providing direction and assistance to the Airports team in the maintenance, inspection, reporting and monitoring of airports and Aircraft Landing Areas in the Maranoa region.

### Qualifications and licences:

To be successful you will need to demonstrate that you meet (*\*or have the ability to obtain within 6 months of commencement*) the below mandatory requirements for the role:

- Current C (Car) Class Driver Licence
- Aerodrome Reporting and Works Safety Officer Certificate
- VHF Radio Certificate of Competency
- Aviation Security Identification Card (ASIC)
- Current A & B Firearms Licence issued in Queensland
- DAMP (Drug and Alcohol Management Awareness) training
- General Construction Induction (White) Card
- MoS 139 Wildlife Hazard Management Training
- Maranoa Regional Council Verification of Skill Level to Competently Operate Plant (*In-house assessment*)
- Authorised Person & Local Government Worker Training (*In-house training*)
- Humane Destruction of Animals Training \*
- State penalty Enforcement Registry Training \*
- Certificate III in Aerodrome Operations \*
- Current First Aid Certificate \*

### To apply:

Upload your application (including Covering letter & Resume) to Council website [www.maranoa.qld.gov.au/careers](http://www.maranoa.qld.gov.au/careers) by closing date.

Should you prefer submitted a hard copy application, please visit one of Council's Customer Service Centres or contact Council's Recruitment Team for more information.

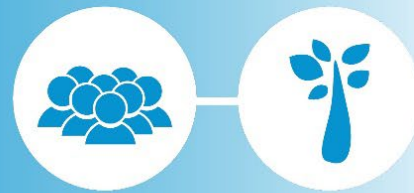
**Closing date:** 5:00pm Monday, 14 March 2022

### For more information:

Website: [www.maranoa.qld.gov.au](http://www.maranoa.qld.gov.au)  
Telephone: 1300 007 662

# POSITION DESCRIPTION

## Lead Airport Reporting Officer



### About the position

#### Profile

|                    |  |
|--------------------|--|
| Position title     | Lead Airport Reporting Officer   |
| Position number    | 0230   |
| Department         | Regional Airports and Compliance   |
| Current location   | Roma Airport   |
| Classification     | Queensland Local Government Industry (Stream B) Award – State 2017 / Level 9 |
| Reports to         | Manager – Airports (Regional Compliance and Roma)                            |
| Date last reviewed | 10 January 2022  |

#### Purpose

To enable compliance and integrity of day to day operations by providing direction and assistance to the Airports team in the maintenance, inspection, reporting and monitoring of airports and Aircraft Landing Areas in the Maranoa region.

#### Primary Focus - Key responsibilities

##### Team Leadership

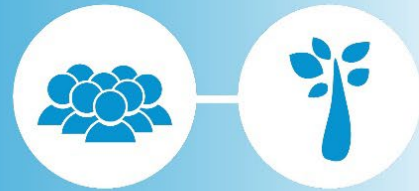
- Provide clear direction and effective leadership to members of the Airport operations team and provide assistance to the Airport Manager as required.
- Monitor team outcomes and productivity and provide recommendations on daily and future staffing levels to ensure efficient facility operations.
- Identify training and development needs for team members and where appropriate, provide mentoring to individuals.
- Ensure team member compliance in accordance with the provisions of the *Civil Aviation Safety Regulations 1998* and relevant Council policies.

##### Airport Operations

- Operate and maintain airside facilities and runways to agreed service level standards and in accordance with *Civil Aviation Safety Regulations 1998* including:
  - Movement area condition
  - Lighting controls and automated response and activation processes
  - Boundary security
  - Foreign objects and debris
  - Serviceability of aeronautical signaling devices
  - Wildlife harassment and control
  - Condition reporting
- Maintain and assist in the operation of the airport car parking system.

# POSITION DESCRIPTION

## Lead Airport Reporting Officer



- Provide response to breakdowns of car parking systems.
- Undertake maintenance activities in a timely manner such as pavement rectifications, landscaping and gardening and general maintenance as required.
- Provide first response to security or safety incidents airside including responding to an aviation emergency in accordance with the *Aerodrome Emergency Plan*.
- Undertake troubleshooting and maintenance activities for critical airport infrastructure such as lighting systems, baggage handling and ground to air communication systems.
- Undertake performance monitoring and reporting of airport equipment in alignment with the *Aerodrome Manual*, *MOS 139* and other relevant ICAO requirements.
- Provide Works Safety Officer requirements in accordance with *MOS 139* for any airside works, ensuring the safety of personnel and aircraft and the serviceability of the aerodrome.
- Communicate critical safety and serviceability information to pilots, AirServices Australia and Air Traffic Control.
- Formulate and issue NOTAMS as required.

### Customer Service

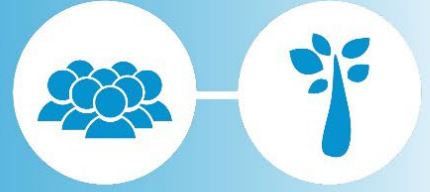
- Provide efficient and courteous customer service to external and internal customers of Council in accordance with the provisions of the Customer Service Charter.
- Action all assigned customer requests (including internal requests) and record all updates as required in Council's customer request system.

### Records Maintenance

- Complete and maintain records as per Council's Integrated Maranoa Management System (IMMS) and plant management policies and procedures.
- Scrutinise all log book entries for accuracy, completion and conformity to audit requirements ensuring follow-up action is taken where appropriate.
- Conduct systems audits and inspections and maintain operational documents and registers including (but not limited to):
  - Prestart checklists
  - Plant Defect Reports
  - Hazard Identification Reports
  - Vehicle Incident Reports
  - Firearms Register
  - Wildlife monitoring
  - Airport serviceability inspections
  - Notice to Airmen (NOTAMS)
  - ATSB Incident Reporting
  - Airport Safety Management System Reporting
  - Airport Reporting Officer (ARO) Logs
  - Ammunition audit and reports
  - Airconditioning system inspections and reporting
  - Generator test reports
  - PAPI inspection reports
  - RWY lights clean and inspection reports
  - Service provider reports
  - Planner updates

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### Plant and Equipment Operations

- Safely operate the plant and equipment as per the Original Equipment Manufacturer (OEM) specifications and Council's policies and procedures.
- Daily servicing and maintenance for plant, equipment and machinery to ensure optimal capacity and efficiency levels and to avoid unscheduled operational downtime.

### Other

- Undertake duties within the skill level, competence and training, consistent with the applicable level within the Award, in any area of Council as required.
- Assume the accountabilities and responsibilities as per the relevant role dimensions and delegations for the position.
- Demonstrate a strong commitment to Maranoa Regional Council's values and team goals:

#### Our values

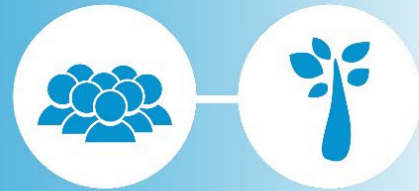
- ✓ Striving for excellence
- ✓ Being respectful
- ✓ Showing empathy
- ✓ Ensuring honesty
- ✓ Providing transparency
- ✓ Encouraging innovation and efficiency
- ✓ Demonstrating accountability
- ✓ Ensuring the safety of our teams and community
- ✓ Thinking about today and tomorrow

#### Our teams' goal

- ✓ **Quality** in our services and projects
- ✓ **Safety** of our teams and community
- ✓ Management of our natural and built **Environment**
- ✓ **Affordability** of our current and future communities

# POSITION DESCRIPTION

## Lead Airport Reporting Officer



### About the person

#### Qualifications and licences

##### Mandatory qualifications and licences

To be successful you will need to demonstrate that you meet (*\*or have the ability to obtain within 6 months of commencement*) the below mandatory requirements for the role:

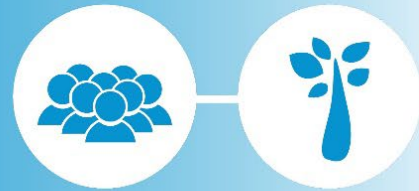
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- Current First Aid Certificate \*

#### Required skills and experience

- High level knowledge and understanding of Airport legislation, standards and codes including:
  - Civil Aviation Act 1988
  - Civil Aviation Safety Regulations (CASR) 1998
  - Civil Aviation Regulations (CAR) 1988
  - Civil Aviation Orders & Advisory Publications
  - Manual of Standards Part 139 – Aerodromes
- Ability to provide a rapid response to community safety / emergency situations in a calm and efficient manner.
- Good verbal communication and listening skills with the ability to liaise with internal and external stakeholders at all levels.
- Commitment to a team-based approach, with demonstrated ability to work in a team environment to achieve Council's goals and departmental work program projects and tasks.
- Ability to operate and maintain plant and equipment safely to site conditions and task requirements.
- Highly developed time management, planning and organisational skills with the ability to manage own workload and lead a team.

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## Lead Airport Reporting Officer



- High attention to detail and ability to coordinate work program delivery schedules despite conflicting pressures.
- Well-developed problem solving, conflict resolution, negotiation skills and capable of thinking outside the box to achieve required outcomes.
- Ability to demonstrate a strong commitment to Maranoa Regional Council's values and team goals.
- Previous experience working within a local government environment will be highly regarded but is not essential.