



**Northern Peninsula Area Regional Council**

## **Employment Package**

# **AIRPORT REPORTING OFFICER – REFUELLER**

### **Employment opportunity**

Northern Peninsula Area Regional Council is seeking applications from suitably qualified, motivated, and experienced people for the position of Airport Reporting Officer-Refueller.

The position is to assist in the mandatory reporting, day-to-day refuelling, quality control and general maintenance duties of the Northern Peninsula Area Airport.

### **About you**

*In co-operation with the Airport Manager, the Airport Reporting Officer is responsible for the following areas:*

- Airport and ground maintenance activities.
- Conduct the airport inspections in accordance with CASA's Manual of Standards (MOS139) and NPARC procedures.
- Assist with the scheduling of maintenance and servicing of all NPARC fleet vehicles and equipment under the control of Airport operations.
- Report identified repairs and maintenance to buildings, runway, generators, vehicles and plant and equipment.
- Assist in re-fuelling of aircraft as required and ensure that fuel QA is applied to fuel storage and dispensing.
- Ensure maintenance and cleaning of fuel equipment is carried out in accordance with legislative requirements.
- Assist with other fuel related activities including receiving fuel from barge, decanting Bridger vehicle, filling trucks and conducting quality checks as required.
- Conduct all duties in strict accordance with the Council Airport operations policies and operating procedures
- Other duties as directed by Management associated with the efficient operations of a remote aerodrome

*This position requires the completion of a satisfactory Criminal History Check - Police Certificate (Australia Wide Name Only Police Check).*

## **Location:**

Bamaga Airport, Northern Peninsula Area QLD

## **Remuneration:**

\$56,423 - \$77,568 per annum plus superannuation

## **Benefits:**

- Permanent Fulltime
- 38 hours per week position
- 5 Weeks Annual Leave
- 12-15 Days sick leave per annum
- Long Service Leave

## **Who to Contact:**

Human Resources Department on 07 40486600 or [hrdepartment@nparc.qld.gov.au](mailto:hrdepartment@nparc.qld.gov.au)

## **How to Apply:**

Before applying, please read the position description to complete the application. Your application should have detailed responses to the questions which relate to the selection criteria within the role description and submit your application to [hrdepartment@nparc.qld.gov.au](mailto:hrdepartment@nparc.qld.gov.au) a copy of the following:

1. Cover Letter and Resume
2. The responses to the selection criteria outline below to address in your cover letter are:

### **Selection Criteria**

#### **Essential:**

- Holds and maintains a current Class C Drivers Licence
- Aerodrome Reporting Officer Certification (or ability to obtain)
- Accredited Aircraft Refueller (or ability to obtain)
- Dangerous Goods Licence (or ability to obtain)
- Aircraft Radio Operator's Certification (or ability to obtain)
- Australian Security Identification Card (or ability to obtain)

#### **Skills and Experience (essential and/or desirable)**

- Computer competency in Microsoft Office programs such as Word and Excel
- Be acceptable to CASA as an instructor in the Dangerous Goods and load control disciplines
- Have experience in the management or supervision of airport operations, load control, Dangerous Goods in aerodrome experience or other transport related field
- Aircraft load and trim experience

- Knowledge of airport operations
- Leadership and interpersonal skills equal with the position
- Have a demonstrable understanding of all the essential operational and infrastructure requirements to conduct the NPARC aerodrome operations
- Knowledge of computer systems and relevant databases

### **Pre-Employment Screening:**

Please note, prior to an offer of employment being made, recommended candidates will be required to undertake a medical assessment (including drug and alcohol testing). Council may also complete a range of other pre-employment checks, such as references, employment history checks, working with children checks or a criminal history check.

**Applications Close: Wednesday, 18 August 2021, 12pm**