



## Northern Peninsula Area Regional Council

# Employment Opportunity

## Airport Reporting Officer

The Northern Peninsula Area Regional Council's mission is to support the provision of high standard local government services and economic growth of the Northern Peninsula Area through the sustainable use, development and management of land, water and native vegetation resources, whilst protecting the rights and interests of both the individual and the communities.

### Employment Opportunity

Northern Peninsula Area Regional Council (NPARC) is seeking applications from suitably qualified, motivated, and experienced individuals for the position of Airport Reporting Officer.

The primary aim 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.

### Key duties and responsibilities will include:

- 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
- 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.

## **In return for your valued contribution, you will be rewarded with:**

- Full-time 3 Year Term
- \$60,441 per annum
- Mileage Allowance
- 38 hours per week
- 5 Weeks Annual Leave
- 15 Days sick leave per annum
- Cultural Learning and development opportunities
- Employee Assistance Program

## **The successful applicant will have:**

### *Essentials*

#### **1. Qualification (essential)**

- Holds and maintains a current Class C Drivers Licence
- Aerodrome Reporting Officer Certification (or ability to obtain)
- Work safety Officer (WSO)
- 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)

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

- Good level of physical fitness to perform laborious activities
- Small engine operator / maintenance experience – Tractor / Ride on Mower / Paint machine / Whipper snipper
- Computer competency in Microsoft Office programs such as Word and Excel
- Have experience in delivering airport operations, load control, Dangerous Goods in a highly regulated environment'
- General knowledge and understanding of airport operations and civil aviation legislation.
- Leadership and interpersonal skills equal with the position. Knowledge of computer systems and relevant databases as they relate to Airport operations

## **Are you ready to catapult your career?**

For us to assess if you're the one we are searching for, it is mandatory that you submit your Resume, a Cover Letter and a Full statement of claims addressing the Selection Criteria and submit your application to [hradvisor@nparc.qld.gov.au](mailto:hradvisor@nparc.qld.gov.au)

The selection criteria can also be found on the Position Description, available to be downloaded from the vacancy on Council's website.

You may also contact the Human Resources Department on 07 40486613 and/or 07 40486614 for more information.

### **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<sup>th</sup> October 2023**