

Northern Peninsula Area Regional Council

POSITION DESCRIPTION

Position number	TBA	Date of last review	September 2023
Position Title	Airport Reporting Officer		
Award	<i>Queensland Local Government Industry (Stream B) Award – State 2017</i>		
Classification	Stream B Band 2 Level 1 to 4 (dependant on skills, qualification, and skills)		
Division	Operations		
Section	Airport		
Location	NPA Airport		
Employment Type	Permanent Full-time		
Hours of Duty	38 hours per week		
Supervisor	Manager/Assistant Manager, Airport		
Direct Reports	Nil		

ORGANISATIONAL ENVIRONMENT

Our Vision - Where do we want to be in 5 years?

Build a sustainable, culturally vibrant and connected community

Our Mission - How will we achieve our Vision?

By growing indigenous and local opportunities, enhancing, preserving and protecting our unique physical environment and unique Cultural Heritage, prolonging and enriching the lives of our People, promoting unity and leading multi-generational change.

Our Values - What do we believe in?

1. Community Focused
2. Respect and support for environment, culture and our people
3. Transparency and accountability
4. Working with Stakeholders to plan and actively share responsibility for improving sustainable service provision for community
5. Providing a safe and healthy working environment

CONDITIONS OF EMPLOYMENT

The conditions of employment for this position are in accordance with the *Northern Peninsula Area Regional Council Certified Agreement 2019*, the *Queensland Local Government Industry (Stream A) Award – State 2017*, Council's policies and procedures, Council's Code of Conduct and other legislative requirements.

WORK HEALTH AND SAFETY RESPONSIBILITIES

The employee shall comply, so far as is practicable, with:

- the *Work Health and Safety Act 2011* and associated Regulations and Codes of Practice
- Council's Workplace Health and Safety Policies and Procedures
- instructions given by their Manager in respect of the Health and Safety of themselves and the Health and Safety of other persons

The employee is responsible for ensuring Council's WH&S Systems are implemented within their area of responsibility.

PRIMARY OBJECTIVE OF POSITION

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 ACCOUNTABILITIES

Duties and responsibilities include but are not limited to:

- 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.

SELECTION CRITERIA

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

We agree that this Position Description accurately reflects the role.

Employee Name: _____ Signature: _____ Date: _____
(Print)

Manager Name: _____ Signature: _____ Date: _____
(Print)

Exec. Manager Name: _____ Signature: _____ Date: _____
(Print)