

Townsville Airport Pty Ltd Position Description



Our Vision defines our purpose. Our seven value drivers guide our strategic direction. Within each driver are strategies to deliver our goals and realise our vision. These strategies drive our existing business and underpin any acquisitions. Our Values influence the right behaviours when making decisions to achieve our Vision.

Position Title: Grounds Maintenance and General Duties Officer

Location: Townsville

Department: Asset Services

Reports to: Maintenance Operations Manager

Reporting to this position: No Direct Reports

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1.1	04/11/22	P&C

Position Purpose

Grounds Maintenance and General Duties Officer are responsible for ensuring prompt, safe, reliable and effective grounds maintenance is provided on TAPL's estate, infrastructure, facilities, fixtures and fittings as directed by the Maintenance Operations Manager Asset Services.

Job Position Requirements

Objective 1: Maintenance of Grounds

- Conduct and carry out scheduled grounds maintenance activities in accordance with the Grounds Maintenance Master Plan.
- When requested or identified, conduct general repairs and maintenance works on TAPL facilities and equipment in accordance with relevant operating and safety standards.
- Provide escort services when required to facilitate, surveys, audits or works being conducted airside.
- Assist TAPL staff when needed to ensure prompt delivery of outcomes are achieved.
- Perform all works in accordance with airport operating and safety standards.
- Monitor the serviceability of airport facilities and equipment, reporting any concerns or issues to the Asset Maintenance Coordinator immediately.
- Conduct daily activities to required standards and timeframes.

Objective 2: Financial and Administrative

- Undertake purchasing of supplies within prescribed financial delegations.
- Complete all mandatory online training in accordance with specified timeframes.
- Use the FiiX asset management system to update allocated work requests with action taken, closing off with appropriate comments once repairs are completed.

Objective 3: Project Participation / Innovation / Continuous Improvement

- Build strong working relationships with internal and external stakeholders
- Effort is made to continuously maintain and improve the quality of WH&S procedures and tools for the site

Objective 4: Workplace Health & Safety, Environmental and Aviation Safety & Security

- Take reasonable care for your health and safety
- Take reasonable care for the health and safety of others including the implementation of risk control measures within your control to prevent injuries or illnesses
- Comply with any reasonable instruction in relation to WHS by the Company
- Co-operate with any reasonable policies and procedures of the QAL and associated entities including the reporting of hazards or incidents via the QAL reporting process
- All compliance requirements (e.g. legislative, policies, procedures) adhered to
- Other responsibilities as outlined in the QAL WHS management system
- Adhere to the locations Environmental Management System (EMS) as relevant to your work activities
- Attend EMS related training
- Adhere to relevant aviation safety and security requirements

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Behavioural Expectations for all QAL Employees

QAL employees expected to demonstrate behaviour which is aligned to our core values:

Authentic

- We are true to ourselves and our communities.
- We build genuine connections and deliver on our promises with integrity.

Brave

- We dare to be different and inspire change.
- We pursue new opportunities with courage and challenge the status quo.

Inclusive

- We celebrate difference and empower one another.
- We value every perspective and recognise that diversity makes us stronger.

Responsible

- We lead the way with purpose.
- We are accountable for our decisions.

Behavioural Objectives

Whether a team member without direct reports or an executive running a division, all employees at QAL lead in one way or another. They may lead self, lead others or lead business. As such within the Performance Conversations set each year, managers will seek to set clear behavioural expectations for your specific role on the year ahead. As a minimum expectation your role is expected to demonstrate the following behaviours away when carrying out the role objectives:

Team Member

- Role model the QAL Values
- Establish and maintain strong relationships with internal and external stakeholders
- Perform with pride a broad range of tasks competently as per the role requirements
- Uphold WHS and Regulatory obligations and comply with all policies
- Focus on continuous improvement both for company and self (including self driven learning, ability to take and act on constructive feedback and solution focused conversations)
- Demonstrate proactive, positive involvement as part of the team
- Exhibit teamwork through providing excellent service, inclusive behaviours and help to others (internal and external)
- Present a positive professional image for the company at all times

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Key Stakeholders

Internal: Management and staff at all levels.

External: All airport customers, contractors and suppliers.
Federal, State and Local Government agencies.
Consultants and regulatory authorities.

Key Capabilities Required to Perform Position

Educational Qualifications:

- Industry experience desirable:
- **Responsibility and Accountability** – Responsible and accountable for own practices and standards of work with the ability to work unsupervised.
- **Achievement Orientation** – Committed to achieving challenging company, team and personal objectives.
- **Flexibility** – Able to adapt to and work effectively within a variety of situations and understanding and appreciating different and opposing perspectives.
- **Communication** – Understand and respond appropriately in a constructive and professional manner and provide effective and constructive feedback.
- **Teamwork** – Encourage and participate in a positive teamwork environment.
- **Developing self and others** – willing to participate in training and development.
- **Integrity** – Respectful, courteous and cooperative relationships established and maintained with all staff, stakeholders and internal and external customers.
- **Confidentiality** – Confidentiality of information maintained regarding TAPL and staff.
- **Stress resistance** – Perform consistently during peak times.
- **Professional management** – Professionally manager oneself and be accountable for the professional application of duties when on or off-site.

Physical Demands:

- Must be able to perform the required physical and psychological demands of the role.

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ACKNOWLEDGMENT

I acknowledge that I have read and understood the key result areas described in this Role Description and agree to carry out my duties and responsibilities to the best of my ability. I assert that there are no limitations on my ability to fully perform the position for the company. I also understand that at times I may be required to undertake other duties relevant to the position that are not listed in this statement. I acknowledge my employer's right to alter this Role Description from time to time in accordance with company requirements.

Name

Date

Signature

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