

Queensland Airports Limited 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: Aerodrome Reporting and Maintenance Officer

Location: Mount Isa

Department: Aviation

Reports to: Airport Operations Supervisor

Reporting to this position: Nil

Position Purpose

To ensure the aviation safety and security integrity of the Mount Isa Airport and effectiveness of service provided to customers.

Position Requirements

Objective 1: Safety and Security

- Ensure the safe and secure operation of the airside environment in accordance with relevant regulations and company SOPs
- Audit, enforce and report on safety and security issues at the airport
- Conduct serviceability inspections of the movement areas/lighting in accordance with the requirements of the Aerodrome Manual and MOS 139 and maintain the integrity of movement area and OLS surfaces
- Conduct regular patrols and surveillance airside on airport in accordance with the requirements of the Aerodrome Manual and TSP
- Investigate and monitor safety and security breaches and initiate appropriate actions
- Identify and attend to customer requirements in an effective and timely manner
- Develop effective working relations with industry, clients & staff
- Assist in ensuring compliance with the Airside Vehicle Control handbook
- Provide airside vehicle escorts as required.
- Contribute to Airport Emergency Response by way of but not limited to:
 - Providing a coordinated first response in the event of an emergency
 - Maintaining required training levels to respond effectively in an event of an emergency
 - Participate in the continuous improvement of the Emergency Response Program
 - Maintain awareness of the Airport Emergency Plan and emergency procedures
 - Ensure that the Emergency Response equipment is fully serviceable and that consumables are not time expired.
- Monitor and control access to the airside in accordance to the TSP
- Implement airside inspection access control measures including
 - Verifying the proof of identity of persons seeking airside access

- Ensuring such persons have authorisation to proceed airside e.g. ASIC or are accompanied by an authorised person
- Ensuring the driver of the vehicle has an ADA and intends proceeding to airside areas for which he/she is authorised to drive
- Checking that the vehicle has an AUA
- Undertaking random and continuous vehicle inspections for all vehicles entering the Security Restricted Area to verify that they have legitimate business airside
- Monitor the security of the airport's business assets through patrols

Objective 2: Bird and Wildlife Management

- Implement the requirements of the Bird and Wildlife Management Plan
- Carry out bird dispersal from the aircraft operational areas using Bird Frite or other approved methods
- Conduct bird counts as required by the Aerodrome Manual or as directed by MIAPL management
- Prepare reports on bird strikes and submit to the Aviation Regulatory Compliance Officer; arrange retrieval of carcasses (as determined necessary) and their analysis
- Keep MIAPL management informed of the effectiveness of bird control measures and recommend improvements where necessary to minimise the risk of bird strikes
- Ensure the airport perimeter fence is checked regularly to prevent wildlife intrusion; arrange for repairs as required

Objective 3: Grounds Maintenance

- Ensure all grounds are kept in an orderly and tidy manner and in compliance with airport operating and safety requirements
- Carry out grounds maintenance and improvement of grounds including but not limited to:
 - Natural drainage systems
 - Slashing
 - Clearing (with appropriate approval)
 - General housekeeping
 - Weed eradication and management
- Operate ride-on equipment and light mechanical plant (eg tractors, mowers)
- Drive rigid motor vehicles (exceeding 11 t GVM and up to 15 t GVM)

Objective 4: Repairs

- Ensure infrastructure is repaired and maintained to compliance standards in line with airport operating and safety requirements
- Carry out infrastructure maintenance and improvements including but not limited to:
 - Buildings
 - Runways / tarmac areas / taxiways
 - Road access tracks
 - Fences and gates
 - Underground and surface pipe systems, including drainage system interceptors
 - Minor mechanical plant and equipment repairs

Objective 5: Administration

- Record operations log entries daily, highlighting incidents to be reported in the monthly report
- Maintain a log of activities; record action taken when airside access is denied and of any incidents
- Brief the Airport Operations Manager immediately on any significant safety & security matters
- Prepare weekly schedule for aircraft parking

Objective 6: Project Participation / Innovation / Continuous Improvement

- A proactive, positive involvement as part of the Mount Isa team.
- Timely and effective management and ongoing innovation of processes.
- Seek to continuously improve processes, build strong working relationships with internal and external customers.
- Carry out minor repairs to equipment and fixed assets where required
- Carry out routine maintenance on equipment and other airport assets where required
- Carry out WSO duties where required on airside works

Objective 7: 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
- 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

Behavioural Expectations for all QAL Employees

QAL employees are 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 always when carrying out the role objectives:

Exco/General Manager

- Provide strategic direction & leadership to guide, protect and enhance the future profitable and sustainable growth of the company (customer, shareholder, employee)

- Drive a positive culture of high performance, inclusivity and safety
- Contribute to the economic, social and environmental health of the communities in which QAL resides
- Role model the QAL Values
- Establish and maintain strong relationships with internal and external stakeholders
- *If applicable* – uphold the duties as an officer of the company

Senior Manager (Generally this role is a direct report to a GM)

- Role model the QAL Values
- Establish and maintain strong relationships with internal and external stakeholders
- Demonstrate proactive, positive involvement as part of the team
- Provide clear expectations through setting individual and team goals
- Give regular feedback and recognition to employees for high performance
- Maximise development, performance, engagement and retention of team
- Communicate regularly to the team on what is going on in the business
- Display inclusive leadership and leverage the diverse mix of the team's strengths and talents
- Lead the delivery of business strategy and projects
- Manage the budget and required financial requirements
- Ensure compliance and all regulatory obligations are met by the team
- Promote innovation, teamwork and cross company exchange of ideas for shareholder value i.e. revenue & customer excellence
- Support the delivery of ESG

Manager

- 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
- Provide clear expectations through setting individual and team goals
- Give regular feedback and recognition to employees for high performance

Supervisor /Team leader

- Communicate regularly to the team on what is going on in the business
- 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
- Provide clear expectations through setting individual and team goals
- Give regular feedback and recognition to employees for high performance
- Communicate regularly to the team on what is going on in the business

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

Key Stakeholders

Internal: Employees and management at all levels

External: Air services Australia, Airlines, Airport Tenants and Operators, Contractors and Defense Air Traffic Control.

Key Capabilities Required to Perform Role

Educational Qualifications:

- Certificate III Aviation (Aerodrome Ground Operations)

Professional Experience:

- Experience in providing a range of emergency, security and safety services
- Experience in a highly regulated environment
- A minimum of 5 years appropriate experience in a similar environment
- Training experience in airside operations

Specific Job Knowledge, Skills and Abilities:

- Good written and verbal skills
- Good problem solving, decision making and negotiation skills
- Good organisational, time, task, planning and priority management skills
- General computer literacy (Word, Excel, Internet, Email)

Certificates:

- Current Drivers License
- Authority to Drive Airside category 4N
- Radio Operators Certificate of Proficiency
- Firearms License Cat A, B

Physical Demands:

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

ACKNOWLEDGMENT

I acknowledge that I have read and understood the key result areas described in this Position 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 Position Description from time to time in accordance with company requirements.

Name

Date

Signature

