

*Our organisation values Courage, Accountability, Safety, Teamwork, and Honesty in all we do*

## POSITION DESCRIPTION

Position title:	Aerodrome Reporting Officer
Position Number:	
Department and Section:	Infrastructure Department, Aerodromes
Band/Level:	Local Government (State) Award : Band 1 Level 3 Grade 5 Step 1 \$28.51 per hour to Step 5 \$33.85 per hour (dependent on experience and qualifications) *Weekend shift attracts penalty rates
Reports to:	Senior Aerodrome Reporting Officer
Direct reports:	Nil
Indirect reports:	Nil
Basis of Employment:	Permanent, full time, seven (7) day rotating roster, 38 hours per week
Location:	Moree
Additional Benefits:	12% Superannuation Guarantee 5 weeks Annual Leave Ability to Salary Sacrifice PPE Provided

## OBLIGATIONS TO THE ORGANISATION

Moree Plains Shire is a strong, robust community that provides a relaxed, healthy, and harmonious lifestyle with an economy that supports the local region and preserves the important environmental qualities of our area. Moree Plains Shire Council are committed to playing our role to help build the community we want for our future and leading the way in fostering a healthy, positive, and well-resourced community.



## POSITION OBJECTIVE

The objective of this position is to undertake the duties required to sustain the Moree Regional Airport to ensure it maintains its aerodrome certification, aerodrome serviceability, safety, construction & maintenance standards and ensure compliance with relevant legislation, regulations, policies and the Aerodrome Manual.

## ABOUT YOU

You are a team player willing to contribute to a cohesive team environment, communicate effectively and maintain positive internal and external relationships. Leadership skills are essential, as is the ability to motivate and foster a culture of integrity and high performance. You must demonstrate a commitment to Work, Health and Safety principles and apply these in all aspects of your daily work duties. A commitment to providing a high quality of works and demonstrating this consistently is also an essential requirement of this position.

## KEY DUTIES AND RESPONSIBILITIES

Under the supervision of the Senior Aerodrome Reporting Officer, duties and responsibilities include but are not limited to:

- Ensure that all aerodrome records and procedures are accurate and current.
- Ensure that daily monitoring and safety inspections of the runways and movement areas are carried out.
- Ensure that the terminal grounds airside movement areas are maintained to standard regulations.
- Operate light plant and machinery in accordance with operator's manual and policy.
- Ability to work unsupervised effectively and efficiently.
- Ensure that all works carried out on the aerodrome conform with required safety procedures.
- Safely operate plant and equipment to maintain appearance of grounds.
- Undertake daily inspections and complete reports for an annual audit by CASA.
- Undertake wildlife counts and complete reports in accordance with the Bird & Wildlife Hazard Management Plan.
- Undertake harassment of animals to ensure the safety of aircraft and passengers.
- Duties will include spraying of chemicals to assist in weed eradication and following appropriate Safe Work Method Statement and PPE requirements.
- Undertake an Airport Lighting course to ensure lighting maintenance is undertaken in accordance with CASA safety standards for airport lighting.
- Assist with the preparation and review of the programmed Maintenance Plan.
- Ongoing review of existing practices and procedures for aerodrome maintenance.

- Accept responsibility for quality of own work and the work of contractors by ensuring:
  - A well organised and safe work area,
  - Work is monitored and adjusted to meet requirements of job quality, customer service, public responsibility and resource use,
  - Council's code of conduct is adhered to,
  - Variation in quality of service and/or products from required standards are detected and reported in accordance with Council's procedures,
- Provide security services in compliance with the Aviation Transport Security Act 2004.
- Review CCTV systems for safety and security requirements.
- Undertake maintenance and project works on airside and landside areas of the airport, as well as the Gateway common areas within a defined budget.
- Employees are required to respond in times of disaster and emergency situations when required.
- Be competent in the use of small and large plant including but not limited to, radios, mowers, slashers, whipper snippers, generators, utilities and tractors.
- Comply with current regulations, legislation, Acts and policies.
- Employees may be required to undertake duties within the limits of their skill, competence and training, consistent with their band level, in any area of Council.
- Develop and maintain positive professional relationships with external organisations regarding aviation matters including, but not limited to, Civil Aviation Safety Authority (CASA), QANTAS, Office of Transport Security (OTS), Air Services Australia, NSW Police Counter Terrorism Unit, aircraft operators, local aerodrome stakeholders and other external aviation service providers.
- Undertake ongoing training to improve technical and professional skills as identified in the Training Plan and as required.
- Cooperate with Council to assist the organisation to comply with the obligations under the Workplace Health & Safety Act and the Workplace Injury Management and Workers Compensation Act 1998.
- Comply with Council's Code of Conduct, WHS and EEO policies and procedures.
- Willingness to work weekends, early mornings and public holidays and carry out any other duties as directed by the Senior Aerodrome Reporting Officer and Director Infrastructure.
- From time to time, undertake other duties as directed by the Senior Aerodrome Reporting Officer and Director Infrastructure.

## Plant operations

Operation and maintenance of plant/equipment including but not limited to:

- Zero turn mowers
- Pressure Cleaners
- >80hp Tractor/Slasher
- Spray equipment
- Can-Am Side by Side Buggy

- Handheld and Backpack Blower
- Commercial Vehicles <4.5t.

*Physical ability to operate the mower for long periods over the course of the working day is an inherent requirement of this position. Operation of the mower includes the ability to enter and exit the mower safely and withstand vibration and jarring which may occur on uneven surfaces. Other manual tasks are required including bending and working at low levels, lifting above 15kg, handling unstable and awkward loads, working above shoulder height, push and pull objects such as wheelbarrows, standing for up to 3 hours at a time, walking on uneven surfaces, working outdoor and operating tools and small plant such as mowers, jack hammers, moving in and out of plant such as trucks.*

## ESSENTIAL CRITERIA

- Willingness and commitment to obtain an Aerodrome Reporting Officer (ARO) Certificate, Aviation Security Identification Card and certification to use an Airband radio in accordance with CASA requirements.
- Strong teamwork skills with the ability to contribute to a cohesive team environment to ensure the smooth and safe operations of Moree Regional Airport.
- Strong communication skills to liaise with internal and external stakeholders, including CASA, aircraft operators, Air Services Australia, and emergency response teams.
- Ability to remain calm when working under pressure including the ability to think quickly and respond appropriately to emergency situations or high-pressured environments.
- Good organisational skills with the ability to solve problems using own initiative and prioritise work according to budgets, deadlines and available resources.
- Strong understanding of Workplace Health and Safety (WHS) regulations and ability to adhere to Council's policies and procedures and the Civil Aviation Safety Regulations.
- Ability to safely operate and maintain light plant and equipment, including mowers, slashers, whipper snippers, generators, utilities and tractors.
- Willingness to work weekends, early mornings, public holidays and respond to emergency situations as required.

### Literacy, Numeracy, and Record Keeping:

- Detail-oriented and organised including the ability to conduct inspections, maintain accurate records, and identify potential hazards before they become issues.

### Technical Skills

- Good computer skills including the ability to operate a computer tablet for inspections.

### Tickets and Licences:

- Class C Drivers Licence.
- Current First Aid Certificate.
- White Card

## COMMON CRITERIA

- Demonstrated commitment to reconciliation, and to working constructively and respectfully with Aboriginal and Torres Strait Islander individuals and communities.
- Demonstrated commitment to inclusive work practices and respect for all people.
- Must be willing to commit to further training and development as required.
- Have a Unique Student Identifier code prior to commencement.
- Ability to complete Moree Plains Shire Council's Workplace Health and Safety modules online prior to commencement.
- Complete pre-employment health screening and provide evidence of relevant immunisations.
- Ability to provide evidence of working rights in Australia.
- Successful completion of all induction and probationary reviews within 3 months of commencement.
- Employees may be required to participate in the on-call roster, weekend work, reasonable overtime, and disaster and emergency situations when required.
- All staff must comply with NSW Office of Children's Guardian child safe standards.

## DESIRABLE CRITERIA

- Relevant work experience in aerodrome areas with knowledge of CASA regulations and requirements as they relate to aerodrome safety.
- Knowledge of Australian Transport Security Act & Regulations and requirements as they relate to aerodrome security.
- Certificate III in Aviation (Ground Operations)
- Current Chemical Application Certificate (AQF 3).
- Firearms Licence.

## ACCEPTANCE

I, \_\_\_\_\_ confirm I have read and understood the Position Description. As the incumbent of this position, I agree to work in accordance with the requirements of the position and will abide by Moree Plains Shire Council's policies and procedures. I understand this Position Description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list. I acknowledge that the organisation, in response to changing priorities, may vary tasks and responsibilities from time to time.

Signature:

Date: