Airport Reporting/Works Safety Officer
POSITION DESCRIPTION



Position Number:	3112
Department:	Corporate Services
Section:	Airport
Unit:	Operations
Position Status:	Fixed Term Full Time
Classification:	Level 5/6 - Rockhampton Regional Council Certified Agreement 2022 – External Employees
Reports To:	Coordinator Airport Operations
Revised:	January 2025

General Position Statement

This position supports Council's direction by being responsible for the inspection, monitoring, reporting and general maintenance of aeronautical safety and security facilities at Rockhampton Airport. The officer will be expected to provide quality customer service when liaising with a wide variety of clientele; including the public, military, airport tenants, aviation industry and Council personnel.

Performance standards and expectations relating to this position will be detailed in the individual performance plan.

Specific Responsibilities

The successful candidate must be able to fulfil the following position responsibilities.

- Ensure safe and secure operation of the airside environment.
- Monitor, inspect and report on the serviceability of aircraft movement areas.
- Undertake Aerodrome Works Safety Officer duties and aircraft parking control.
- Provide a coordinated first response in the event of an emergency.
- Bird and wildlife hazard mitigation in accordance with the Wildlife Hazard Management Plan.
- Report and monitor safety and security incidents and initiate appropriate actions.
- Ensure compliance with relevant legislation, the Aerodrome Manual, Transport Security Program, policies and procedures.
- Ensure grassed and vegetated areas are maintained to the required standards.
- Ensure Airport facilities, vehicles, plants and fences are maintained and cleaned as required.
- Refer matters that may impact upon the business, Council and employees to the relevant Supervisor, Coordinator or Manager.
- Undertake other relevant duties including aviation safety and security functions as directed, consistent with skills, competence and training.
- Maintain new and developed gardens as well as plan and implement the development of remaining airport grounds, including but not limited to mowing, whipper snipping mulching, blowing, spraying, irrigation, planting trees, shrubs, weeding of car parks and grounds and labouring, general maintenance jobs, minor repairs within the terminal building



Position Requirements

Your suitability for this role will be assessed against the following competencies.

Skills/Competencies

- Ability to complete serviceability logs, risk assessments or other relevant documents.
- Strong organisational, time management, task planning and prioritisation skills.
- Problem solving, decision making and negotiation skills.
- Good attention to detail and ability to interpret and understand manuals, drawings and written instructions.
- Ability to complete basic tasks with electronic communication and computing equipment.
- Demonstrated ability to competently and physically operate various items of equipment and plant, including: tractors, slashers, brush cutters and lawnmowers.
- Ability to effectively communicate via two way radio demonstrating a professional manner at all times.
- Ability to work with minimal supervision, contributing positively within a team environment or individually, in a safety and security sensitive workplace.
- Ability to respond to emergency events and participate in emergency preparation activities.
- Communicate Effectively – Ability to communicate with others verbally and in writing to meet requirements of the role.
- Teamwork and Collaboration – Ability to work together with others to achieve common goals both within immediate team and teams across Council.
- Time Management – Ability to plan and organise tasks/work to meet objectives of the role.
- Problem Solving – Ability to analyse problems by gathering information and develop a solution (in line with role responsibilities) or options and make a recommendation.
- Manage Risk – Ability to identify, understand and manage risks so that work can be delivered safely and to required standard.
- Deliver Excellent Customer Service – Ability to meet customers' expectations around safety, time, cost and quality.
- Adaptable to change – Ability to adapt to changing work environments, technology, work priorities and organisational needs.

Qualifications

- Ability to acquire and retain QLD Firearms Licence Categories A, B, C and H.
- Ability to attain Aerodrome Reporting Officer/Works Safety Officer qualifications.
- Ability to attain a current Senior First Aid Certificate.
- Ability to attain an Aircraft Radiotelephone Operator Certificate of Proficiency.

Desirable Qualifications and Experience

- Certificate III in Aviation (Aerodrome Operations) and/or substantial work experience relevant to the duties of the position.
- Aeronautical Radio Operator Certificate.
- Accreditation and experience in the safe handling, storage and application of approved herbicides.
- Technical background with experience performing various maintenance tasks.
- Experience working in a highly regulated environment.

Special Requirements

- Compliance with the Airport Drug and Alcohol Management Plan (DAMP) and the requirements of the Civil Aviation Safety Regulation Part 99. In accordance with the Airport's DAMP, pre-employment



testing for the presence of certain drugs and/or alcohol will be required. The position is also subject to random testing for the presence of certain drugs and/or alcohol during work hours, and the offences included in the Civil Aviation Safety Regulation Part 99 will apply.

- An ongoing condition of employment for this position is that the employee must meet the requirements necessary to possess an Aviation Security Identity Card (ASIC). To qualify for an ASIC, applicants must periodically submit to Police background, politically motivated violence and Australian citizenship checks (checks are arranged by Council).

Behaviours

- *Customer Service* – Ensure that you are focused on our customer/s when carrying out your responsibilities.
- *Safety* – Carry out your duties in a safe manner whilst ensuring the safety of your team members and customers, in accordance with Council's Health and Safety Duty Statements and associated safety policies / procedures.
- *Code of Conduct* – Ensure that your behaviour is aligned with the Code of Conduct.
- *Council Values* – Ensure that your behaviour is aligned with the values statement adopted by Council. *One Team, Accountable, Customer Focused, Continuous Improvement and People Development.*

Work Environment and Physical Demands

- This position is an outdoor role and will require the employee to carry out physical tasks which may include manual handling of up to 15kg, repetitive bending, kneeling, twisting and/or squatting.

Position Requirements

- Ability to work in an outdoor environment.
- Ability to legally operate a manual motor vehicle under a "C" Class Licence.
- Ability to participate in a perpetual 7 day roster covering Airport operating hours and the ability to be 'on call'.
- Ability to participate in aerodrome emergency procedures and activities.
- A willingness to undertake a Functional Capacity Evaluation to satisfy the inherent physical requirements of the position.
- Ability to be immunised against Hepatitis A&B, Tetanus and Lyssavirus.

Delegations and Authorisations

Financial, Administrative and Corporate Delegations may be applicable to this position and are detailed in the Delegations Corporate Register.

Legislative Sub-Delegations and Authorisations may also be applicable to this position and are detailed in the external public registers. Both registers are available on Council's Intranet.



Acknowledgement

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

Authorised By:	Manager
Signature:	
Date:	
Employee Name:	
Employee Signature:	
Date:	