

POSITION DESCRIPTION

Position Title:	Aerodrome Reporting Officer	Position Code:	ARO
Division:	Organisational Performance	Grade:	E
Location:	Dubbo	Hours/Week:	38
Reports to:	Airport Operations Team Leader		
No. Direct Reports:	Nil	No. Indirect Reports	Nil

Primary Purpose of Position

The Aerodrome Reporting Officer position is to ensure safe, secure and efficient airside operations are maintained to a high standard supporting all stakeholders and airline partners by maintaining aerodrome serviceability.

The position is responsible for the overall safety and security relating to legislative compliance of all Airport operations at Dubbo City Regional Airport.

The position is responsible for implementing and adhering to, as well as assisting in the review of Aerodrome legislation and documentation in line with the Dubbo Regional Airport Aerodrome Manual and Transport Security Plan. This includes maintaining airside safety, facilities, lighting and markings, the Aerodrome Serviceability Inspection, raising NOTAMs (Notice to Airmen), monitoring airside driving, working around aircraft, the obstacle limitation surface monitoring, wildlife hazard management, emergency response and monitoring and adherence to airside security.

This position is responsible for assisting the Manager in all aspects of the Airport operations including ground maintenance, airside and landside, maintenance of irrigation systems and overall site presentation.

Key Accountabilities / Duties

Key Result Area	Primary Activities
Safety Compliance	<ul style="list-style-type: none"> Provide assistance and report to the Manager to ensure the Dubbo Regional Airport is compliant with CASA Part 139 Manual of Standards (MOS) Aerodromes and other required legislation. Deliver safe and compliant airside aerodrome facilities to Council through effective monitoring and maintenance of operations and adherence to aviation guidelines and procedures. Assist with the annual aerodrome compliance audit by CASA (Civil Aviation Safety Authority) ensuring the Council has no outstanding 'Required Corrective Actions' (RCA's). Inspect movement area serviceability, airside facilities, lighting, visual aids, work sites and operational safety associated with airport works. Carry out all inspections as detailed in the Aerodrome Manual including runway inspections prior to the first Regular Passenger Transport movement

Key Accountabilities / Duties

	<p>each working day.</p> <ul style="list-style-type: none"> • Monitor Obstacle Limitations Surfaces, Foreign object debris, bird hazards, apron serviceability, apron safety, apron traffic, aircraft push back, aircraft refuelling in consultation with NTL ground handling • Monitor and review access to restricted areas, safe movement of vehicles and people in movement areas • Report divergence from standards and procedures and new obstacles to the Manager • Respond to incidents and emergencies and raise NOTAMs as required in accordance with the Aerodrome Emergency Plan • Advise the Manager on the condition of facilities and matters that affect safe operation of aircraft • Maintain aerodrome pavements, aerodrome lighting systems • Provide runway visual range and visual assessment light assessments and assistance to removing disabled aircraft. • Supervise and controlling airport Works and report immediately any breaches of safety. • Enforce any relevant legal requirements and Council Airport operational requirements. • Close runways on the aerodrome in the event that they become unsuitable for aircraft movement.
Security Compliance and Inspection	<ul style="list-style-type: none"> • Assist with the enforcement, ensuring that Dubbo Regional Airport meets the requirements of the Transport Security Act 2004 in relation to carrying out passenger screening and checked Bag Screening (CBS) following the amendments to the Transport Security Act 2004. • Report on any notified security compliance and inspection or as issues arise, ensuring audit findings are acted upon and implemented. • Ensure all secure area fencing, boundaries and signage is intact and current as per the Dubbo Regional Transport Security Plan • Ensure the utmost security of the aerodrome
Airport Operations	<ul style="list-style-type: none"> • Carry out all works as directed by the Manager in an effective and efficient manner. • To undertake Aerodrome Works Safety Officer duties as required. • Identify and provide input into future development opportunities ensuring master plan strategies are achieved. • Liaise, maintain and develop relationships with key stakeholders at the Dubbo Regional Airport. • Clearly identify and report facility development needs in consultation with Manager

Key Accountabilities / Duties

	<ul style="list-style-type: none"> • Provide assistance to ensure the safe operations of the airport are maintained whilst Project Managers undertake capital works or renewals. Liaise between the Manager Dubbo Regional Airport and Project Manager to ensure effective undertakings of capital works and renewals are delivered. • Provide assistance to the Manager to collaborate with the Property Asset Management group to ensure maximum safe and cost effective useful life of Council assets so that they service the community at such service level(s) as defined by Council. • Monitor condition of Airport Assets under responsibility and report, oversee or contribute to the maintenance as directed • Contribute to the implementation of improvement initiatives for Airport Operations • Maintain aerodrome grounds and gardens to an acceptable standard
Plant and Equipment	<ul style="list-style-type: none"> • Ensure maintenance of plant and equipment is undertaken to make sure that plant and equipment are kept in good condition and in working order. This includes leased equipment as well as terminal equipment and parking infrastructure. Report to Manager as appropriate • Be responsible for the safe and legal operation of plant and equipment in accordance with all relevant Act

Inherent Requirements of the Position

- This position is required to work indoors and outside, in public and non-public areas as part of the role, thus a reasonable level of fitness and good manual handling technique are inherent requirements of the role.
- This position requires a Pre-Employment Health Assessment.
- The occupant of the position needs to participate in an 'On call roster' for responding to airport operations after hours and on weekends, as required.
- The occupant must adhere to Councils zero tolerance to drugs and alcohol policy in the workplace, specifically when on call.
- The occupant of this position will be required to travel between Dubbo and Wellington and operate out of Council's office or airport facilities as necessary.
- The occupant of this position will be required to possess a fire arms licence
- The position is provided with a Dubbo Regional Council mobile phone which must be carried at all times and to be contactable after hours when performing ARO duties
- Class C Driver's License
- Hold First Aid Certificate
- WHS Construction Induction Card
- The occupant of this position will be required to possess a Aviation Security Identity Card
- The occupant of this position will be required to have the ability to obtain NSW Security Licence
- Ability to work irregular hours as required and rotating weekend roster on the basis of 76 hour fortnight

Selection Criteria

Essential

1. Excellent communication skills
2. Excellent time management and organisational skills
3. Willingness and ability to attend and be assessed as competent in Aerodrome Reporting Officer Training in accordance with CASA Part 139 Manual of Standards (MOS)

Desirable

4. Experience in horticultural activities
5. Experience in the field of Aerodrome pavement maintenance
6. Experience in general maintenance duties and activities

Organisation Wide Accountabilities

Corporate Values

Creating Community for Today and Tomorrow

All employees have a responsibility to uphold the values of Dubbo Regional Council being:

- **Progressive**
 - Be Curious, Courageous And Committed
- **Sustainable**
 - Balanced Approach To Growth & Opportunity
- **One Team**
 - Working Together
- **Integrity**
 - Accountable For Our Actions

Work Health and Safety

All employees are responsible for the Work Health and Safety (WHS) for Dubbo Regional Council and their duties include:

- Complying with Council's WHS policies and procedures
- Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others
- Reporting any potential hazards, incidents or injuries to their Supervisor or People, Culture & Safety within 48 hours
- Participating in any WHS consultation arrangements
- Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace
- Correctly using all personal protective equipment
- Complying with emergency and evacuation procedures and site rules if applicable
- The Chief Executive Officer, Directors (Officers), Managers and On-Site Supervisors have additional responsibilities as defined in the Dubbo Regional Council Work Health and Safety and Consultation Policy

Sustainability

Staff will give equal priority to improving and enhancing Council's economic, social and environmental outcomes by integrating sustainability into all decision making processes. This includes continuously increasing efficiencies,

	reducing resource use, sustainable procurement, maintaining service levels and protecting our natural assets. It is expected that all staff can demonstrate awareness and participation in sustainable work practices.
Code of Conduct and Equal Employment Opportunity	<p>Staff will, at all times, adhere to:</p> <ul style="list-style-type: none"> • Council's adopted Code of Conduct. • Council's Anti-Discrimination, Harassment and Equal Employment Opportunity Policy to foster a fair and equitable workplace free of illegal discrimination, harassment and bullying behaviour.

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 Dubbo Regional 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: