

POSITION DESCRIPTION

AIRPORT COORDINATOR

Position Description

Directorate:	Financial and Commercial Services
Reports to:	Manager Commercial Services
Position Number:	PS3
Classification:	Grade 4 in Council's salary system
Location:	Narrabri Shire
Award:	Local Government (State) Award

This document describes the key responsibilities of the position and is not designed to be prescriptive. The staff member can expect to undertake other duties in addition to those described in this document. All staff are expected to demonstrate behaviours that align with Narrabri Shire Council core values, Code of Conduct and Equal Employment Opportunity Principles.

Position Objective

To coordinate activities at the Narrabri Airport to maintain aerodrome certification, aerodrome serviceability, safety, construction and maintenance standards and ensure compliance with relevant legislation, regulations, policy and the Aerodrome Manual.

The position requires a person who is motivated, shows initiative and can operate autonomously within the authority of the position. The role may also require the incumbent to be a part of a project delivery team providing planning and coordination advice for effective and cost-efficient airport infrastructure construction.

Key Responsibilities

Operational

- Conduct aerodrome serviceability inspections in accordance with the requirements of the Narrabri Aerodrome Manual, Airside Safety Management System and Civil Aviation Safety Regulations Part 139 – Aerodromes.
- Ensure Notice to Airmen (NOTAM's) are raised when necessary in conjunction with Civil Aviation Safety Regulations Part 139 – Aerodromes.
- Undertake wildlife harassment activities to ensure aerodrome serviceability and safety of aircraft.
- Carry out and arrange maintenance and activities of airside facilities to ensure serviceability and compliance of aircraft movement areas.
- Carry out and arrange maintenance and activities of landside facilities including but not limited to building repairs and maintenance, vegetation and weed spraying and trimming, welding, minor concrete repairs and

sign work, irrigation system repairs and maintenance, perimeter fencing repairs and maintenance and parking control, cleaning of terminal facilities and amenities.

- Supervise the Narrabri Airport whilst keeping management aware of any emerging or priority matters via applicable reporting methods.
- Monitor and control pedestrian access and vehicle movements in airside areas.
- Monitor and control aircraft parking arrangements where applicable.
- Work with management and field staff to facilitate all construction and maintenance needs pertaining to airport infrastructure, including carrying out the functions of a Works Safety Officer during major and time limited works.
- Provide all Civil Aviation Safety Authority (CASA) compliance advice to management as appropriate.
- Develop where required Method of Work Plans (MOWP) and coordinate work safety.
- Review and maintain aerodrome security and associated systems in accordance with the Narrabri Aerodrome Transport Security Program and the Aviation Transport Security Act 2004.
- Ensure wildlife is managed for the safe operation of aircraft.
- Coordinate Aerodrome Emergency procedures and Airside Safety Management Systems in accordance with the Aerodrome Manual.
- Communicate with Local Emergency Management Committee (LEMC) regarding Airport Emergency access and update Aerodrome Emergency Section of Aerodrome Manual
- Review and implement the Aerodrome Emergency Procedures and liaise directly with Emergency Services personnel in the event of an incident at the aerodrome.
- Maintain positive relationships with external organisations regarding aviation matters including but not limited to: Civil Aviation Safety Authority; Office of Transport Security; Air Services Australia; NSW Police Counter Terrorism Unit; Australian Airports Association; Aircraft Operators; and local aerodrome stakeholders and other external aviation service providers.
- Maintain a high standard of customer service with both internal and external customers and stakeholders.
- Review and implement the aerodrome Drug and Alcohol Management Plan in accordance with the Civil Aviation Safety Regulations Part 99 – Drug and alcohol management plans and testing. (Safety Sensitive Aviation Activity (SSAA)).
- Undertake operational, maintenance and supervisory activities such as mowing, the management of aircraft refuelling, and fuel quality control checks, as required.
- Undertake high-level administration tasks related to the role.
- Undertake after hours on call activities as required.

General

- Comply with Council's Corporate Values, policies and procedures.
- In accordance with the Workplace Health and Safety Act employees must, while at work take reasonable care for their own health and safety; take reasonable care for the health and safety of others and comply with any reasonable instruction from Council.
- Employees may be required to participate in the on-call roster, weekend work, reasonable overtime and disaster and emergency situations when required.
- Employees may be required to undertake duties within the limits of their skill, competence and training, consistent with the applicable band and level within the Award, in any area of Council.

Reporting Relationships

Direct Reports	1
Indirect Reports	Narrabri Shire Council employees undertaking duties at the Narrabri Airport.

Compliance Training and Licence Requirements

This position needs to be able to attain and uphold the following licences/accreditations:

- Current NSW HR Driver Licence.
- Current NSW Firearms Licence.
- Aviation Security Identification Card (ASIC).
- Airport Reporting Officer and Works Safety Officer Certificate.
- Aircraft Radio Operations Certificate (AROC).

Authority and Delegations

Authority and delegations applicable to this position are laid out in Council Policies and Delegations Register, which are updated from time to time. Refer to these controlled documents for accurate and specific information.

Selection Criteria

Essential

- Certificate III in a relevant field or related education equivalent and/or experience as an Aerodrome Reporting Officer/Works Safety Officer or similar equivalent aviation industry experience.
- Demonstrated ability and experience in administration, particularly regarding procurement and operating budgets.
- Demonstrated ability to interpret and apply relevant legislation and regulations to operations in a systematic and practical manner.
- Currently possess or in the process of acquiring Airport Reporting and Works Safety Officer Certificate; Aircraft Radio Operations Certificate (AROC).
- Good record of safety in the workplace with a capacity to undertake risk assessments and oversight safety in the workplace.
- Demonstrated customer service and oral and written communication skills.
- All round field experience covering areas such as road pavement repairs, fence repairs, welding, minor concrete repairs, cleaning, mowing and gardening.
- Ability to work independently, problem solve, prioritise tasks and work to schedules.
- Competence in the use of computers, Microsoft Office applications and associated IT systems as applicable in an airport situation.
- Skills and experience in the operation of small plant and equipment such as tractors, mowers, brush cutters.

Desirable

- Certificate III in Aviation (Aerodrome Operations).
- Chainsaw – Trim and cut felled trees (Level 1 chainsaw operations).
- Chainsaw – Fall trees manually (Level 2 chainsaw operations).

Document Review Date

February 2024

I hereby agree that this role statement accurately reflects work requirements.

Authorisation

Manager People and Values:

Director:

General Manager:

Employee:

Name

Signature

Date (dd/mm/yyyy)