

POSITION DESCRIPTION

Title:	Airport Reporting and Safety Officer
Business Unit:	Commercial Enterprises
Team:	Airport
Reports to:	Airport Compliance and Operations Coordinator
Grade:	12
Position Allowances:	Nil
Hours:	38 hours per week over 7 day roster with requirement to participate in after hours callouts
Number of Direct Reports:	Nil
Number of Indirect Reports:	Nil
Vehicle:	No
Position Code:	62003
Pre-placement Medical:	Required
National Police History Check:	Required (exempt if applicant holds a current ASIC card)
WWCC Check:	Not required
Date Developed:	September 2017
Date Reviewed:	January 2024

Position Purpose

This role is responsible for the day to day maintenance and inspections at Shellharbour Airport whilst also maintaining and adhering to (but not limited to) regulatory requirements in accordance with CASA and other regulators standards.

Provide a high level of customer service to Airport users and assist the Airport Compliance and Operations Coordinator in airport operations.

Qualifications and Experience

(Minimum required/essential for success in the job)

Essential:

- Airport Reporting Officer's / Works Safety Officer Certificate (including completed practical assessment) or ability to obtain within probation period.
- Aeronautical Radio Operator Certificate (AROC) or ability to obtain within probation period.

- Knowledge of and experience in airport operations, regulations, standards and policies, including current security regulations relating to airport operations.
- Knowledge of Aviation Security Identification Card (ASIC) and Visitor Identification Card (VIC) issuing procedures and associated functions.
- Mechanical aptitude and experience with operating machinery associated with a regional airport.
- Sound communication skills, both oral and written with the ability to consult on matters and resolve conflict.
- Proficiency in the use of Microsoft Office and other relevant software packages.
- Experience in contributing to improvements to a quality management system or making suggestions for other business improvements.
- NSW Drivers Licence - Class C with an ability to operate a manual transmission.
- Hold an Aviation Security Identification Card 'red' (ASIC) or ability to obtain within the probation period.
- General Induction for Construction Work Certificate (White Card) or ability to obtain prior to employment.
- Ability to pass a Drug & Alcohol test with random testing as required.
- A National Police History check is required.
- Chemical (Farm) Users Certificate or equivalent or ability to obtain within the probation period.

Desirable:

- Understanding of relevant airport manuals for Shellharbour Airport.
- Provide First Aid qualification.
- Previous experience in undertaking Works Safety Officer duties in accordance with a Method of Work Plan (MOWP).
- Experience mowing with a tractor and implements.
- CASA recognised dangerous goods certificate
- Previous experience with AVDTA and AVCRM reporting software

Main Activities/Tasks

Primary Responsibilities

- Carry out allocated works programs and undertake minor repairs of services associated with airport pavements, runways, markers, line markings, lighting, drains, wind indicators, precision approach path indicator systems, fencing and other critical systems, grounds and other facilities at Shellharbour Airport as per Manual of Standards (MOS) 139 and Aerodrome Manual.
- Maintain the terminal and airside security control in accordance with the Aviation Transport Security Act (ATSA) 2004, Aviation Transports Security Regulations (ATSR) 2005 and Shellharbour Airport Transport Security Program (TSP), including managing airside access, escorts and issuing of Visitor Identification Cards (VIC).
- Be first responder to emergency, security situations and as required act as Councils point of contact for emergency services and fulfilling Council's responsibilities outlined in the Aerodrome Emergency Plan. Participate in regular emergency preparedness exercises in line with Aerodrome Manual, Aerodrome Emergency Plan (AEP), and TSP.

- Liaise with Airport Manager and Airport Compliance and Operations Coordinator regarding airport safety and operational matters.
- Enforce the provisions of the Aerodrome Manual and associated manuals to all persons operating Airside, and specifically within aircraft movement areas operate in a safe and responsible manner.
- Provide feedback to the Airport Manager and Airport Compliance and Operations Coordinator to improve Aerodrome manual and suite of manuals.
- Make sure that the airport terminal, landside areas and facilities are maintained and presented to a high standard at all times. This includes mowing grassed areas and undertaking garden maintenance using mechanical equipment such as ride on lawn mowers, edge trimmers and chain saws etc .
- Use AVCRM to conduct daily serviceability inspections of the aerodrome in accordance with the Aerodrome Manual and CASA Manual of Standards 139 (MOS 139):
 - Surface conditions of the movement area
 - Aerodrome marking, lighting, wind directional indicators and ground signals
 - Assessment of potential Foreign Object Debris (FOD)
 - Cleanliness of movement areas
 - Obstacle infringing the take-off, approach, transitional and PAN-OPS surfaces
 - Runway/taxis way pavement surface condition
 - Aerodrome fencing and regulatory signage
 - Aerodrome Frequency Response Unit (AFRU) operational check
 - Currency of NOTAMS
 - Remove any foreign material and carry out repairs as require to maintain serviceability following inspections
 - Report defects to the Airport Manager for rectification if outside scope of repair authority.
- Prepare and submit NOTAMs to Airservices Australia to inform pilots of any aerodrome hazards.
- Enforce the provisions in the Transport Security Program including coordinating the removal of persons not authorised to be in security restricted areas.
- Enforce the provisions outlined in the Airside Vehicle Control Handbook (AVCH) including the assessment of vehicle compliance to the AVCH.
- Assist the Airport Compliance and Operations Coordinator in the preparation of Method of Work Plans (MOWP).
- Act in the role of Works Safety Officer, as appointed by the Airport Manager, ensuring the activities of construction contractors undertaking works airside are in accordance with MOWP and do not compromise airport safety or operations.
- Assist the Airport Compliance and Operations Coordinator and Airport Manager in developing and enforcing Special Events Zones (SEZ).
- Observe all adjacent areas for aircraft hazards such as wildlife etc, and remove same. Repeat if and when necessary.
- Coordinate the removal of immobilised aircraft in order to maintain aerodrome operations.
- Carry out other duties as directed by Airport Manager or Airport Compliance and Operations Coordinator.

- Maintain operational vehicles and plant in good condition including the undertaking of minor maintenance within capabilities.
- Issue VIC (Visitor) passes, monitor and enforce ASIC compliance requirements and airside vehicle control in accordance with the Aerodrome Manual and TSP.
- Assess controlled activity applications.
- Assist in training and assessing, new, casual and relief airport staff.
- May be required to act in a more senior role.

Support and promote the integrity and reputation of Council

- Apply and demonstrate the values of Council across all aspects of work.
- Be a role model for quality customer service.
- Comply with all Council policies and procedures and relevant legislation.

Work Health & Safety

- Required to take reasonable care of self and others in the workplace.
- Cooperate with all health and safety policies and procedures agreed to by management and staff.
- Use the SCC Vault system and or AVCRM report any unsafe conditions that are identified.
- Not bypass or misuse systems or equipment provided for WH&S purposes.
- Must participate in WH&S training as required and contribute to the identification of hazards and assessment of risks as required.

Risk Management

- Be aware of all potential risks that might arise in your area of activity and responsibility.
- Minimise Council's exposure to risks in so far as is reasonably practicable within your area of activity and responsibility.

Accountability and Behaviours

- Be accountable for your behaviours in the delivery of your duties noted in the position and other functions relating to your role.
- Follow Council policies and procedures.
- Work collaboratively within the team and across Council towards common goals.
- Develop and maintain positive and effective professional working relationships with community and customers.
- Contribute to a positive organisational culture.
- Continuous improvement – evaluate current activities and continuously look for ways to improve quality, effectiveness and efficiency.

Organisational Values

- Apply and demonstrate Council's Core Values of Collaboration, Accountability, Integrity, Respect and Sustainability.

Shellharbour City Council is currently undertaking a review of its organisation structure. This position has been determined to be required in a new organisation structure. The position could be affected by changes in reporting lines and or directorates as part of the review.