

# POSITION DESCRIPTION

<b>Position Title:</b>	<b>Airport Reporting Officer</b>
<b>Position Number:</b>	<b>10794</b>
<b>Directorate:</b>	<b>Strategic Projects and Infrastructure</b>
<b>Reports to:</b>	<b>Airport Operations Coordinator</b>
<b>Department:</b>	<b>Airport</b>
<b>Agreement:</b>	<b><i>City of Karratha Enterprise Agreement 2021</i></b>
<b>Classification:</b>	<b>Level 4</b>

## 1. POSITION OVERVIEW

Reporting to the Airport Operations Coordinator, this role is responsible for maintaining compliance, safety and enforcement of Civil Aviation Safety Regulations (CASR) Part 139, associated Aviation legislation and other Local Government Laws to ensure the protection of the airport infrastructure and safety of all airport users. Additional responsibilities include assisting development of airport operational procedures and Safety Management Systems.

### 1.1. Position Objectives

- Under the Civil Aviation Safety Authority (CASA) MOS 139 regulations perform the role of the Aerodrome Reporting Officer and Works Safety Officer.
- Liaise with City staff, airport tenants and operators on matters relating to safety, operational and compliance affecting the airport.
- Utilise specialist equipment including but not limited to line marking equipment, elevated work platforms, skid steer loader, tractor, light trucks to complete allocated works programs and undertaking minor repairs of airport pavements, runways, markers, line markings, lighting, drains, wind indicators, visual slope indicator systems, fencing and other critical systems as per CASA (MOS) 139 regulations.
- Assist in the coordination and processing of applications and infringements related to airside driving, Aviation Security ID checks and vehicle permits.
- Maintain airport infrastructure including but not limited to runways, aprons, taxiways, emergency generator, airfield lighting systems, sewerage and hydraulic systems, HV/LV systems and the baggage handling system.
- Utilise specialist equipment like pyrotechnics and firearms to control wildlife at the airport.
- Assist with emergency management at the airport.

## 2. DUTIES & RESPONSIBILITIES

### 2.1. Legislative Duties

- Serve as an Authorised Officer under the CASA (MOS) 139 regulation.
- Perform airport reporting duties which includes boundary patrols for security checks, serviceability inspections, report and investigate safety breaches and enforce access control to security restricted areas.
- Administer the provision of appropriate safety and security related regulations, rules, orders and Local Laws.
- Perform Works Safety Officer duties for all works being done on the airside.
- Be responsible for the safety of all City staff and contractors engaged on works at the airport.
- Required to be the primary airside contact for Karratha Airport during operational hours and on call during no operational hours.
- Maintain radio communication with the Airservices tower.
- Maintain all airside markers and markings.

- Assist airport management in coordinating implementation of regulation, standards, processes and procedures in relation to the management of airside operations, safety and security.
- Report and maintain quality assurance systems, reporting procedures, quality management procedures, complaint management systems, incident reporting and safety management systems.
- Carry out daily, weekly, monthly, 3 monthly, 6 monthly and annual inspections.
- Assist in the coordination and processing of applications and infringements related to airside driving, Aviation Security ID checks and vehicle permits.
- Control and enforcement of vehicle and pedestrian movement on the airside including activity at all airside gates.
- Monitor the separation of screened and unscreened passengers on the aprons.
- Maintain safety zones for passengers and staff on aprons with ongoing aircraft activity.
- Report all airport hazards, accidents and incidents including any near-miss.
- Undertake wildlife management at the airport including dispersal of birds, bird counts and investigate and report on wildlife hazards.
- Engage in the safe use of firearms for the destruction of animals.

## **2.2. Emergency Management**

- Primary contact and first responder for any incidents or accidents at the airport.
- During emergencies assist external support organisations like ARFFS, Police, Fire Brigade, SES and DFERS with accurate information, advice and support.
- Assist in Aerodrome Emergency exercises.

## **2.3. General Duties**

- Assist with the Airport's maintenance activities as required.
- Maintain and clean all apron areas of all oil and fuel spills to prevent further damage.
- Maintain terminal security – open terminal and lock up at appropriate times.
- Operate emergency power systems, back up pumps and supply equipment as required.
- Assist rangers with parking control at the Airport.
- Assist with landside issues in relation to car parks and services (i.e. water, sewage, power).
- Assist with mandated meetings such as ramp, wildlife, security & SMS as required.
- Provide customer service support for all users of the airports in accordance with the City's values.
- Liaise with airport tenants and operators on compliance, daily operations, and security issues.
- Implement maintenance programs to ensure the integrity of airport assets and all plant and fleet.

## **2.4. Health & Safety**

Employees are responsible for ensuring that:

- All tasks are undertaken with the full understanding of the officer's obligation to take reasonable care to ensure personal safety and health at work and that of other persons in the workplace.
- They comply with all City policies and procedures relating to their health and safety.
- Utilise the City's procedure for WHS Communication, Consultation and Issue Resolution.
- They will not misuse or damage any equipment provided in the interests of health or safety.
- Observe all safe working practices as directed by the supervisor.
- Use and maintain protective equipment correctly.

- Report ALL accidents and incidents (including near miss) arising in the course of work to direct line manager / supervisor ASAP and then complete the Accident Incident Report form as soon as reasonably practicable within 24 hours where possible.
- Other roles and responsibilities outlined in the WHS Management at the City of Karratha: Roles and Responsibilities.

### **3. SKILLS, KNOWLEDGE & EXPERIENCE (KEY SELECTION CRITERIA)**

#### **3.1. Authority and Accountability**

- Works under regular supervision of the Airport Operations Coordinator.
- Works in accordance with approved Council's policies, procedures and guidelines.

#### **3.2. Judgement and Problem Solving**

- Developed verbal and written communication skills (including report writing) and investigative, interview and statement taking skills with a high level of attention to detail and accuracy.
- Proven, negotiation, initiative, problem solving, interpersonal and conflict management skills.
- Highly developed record keeping, administrative, problem solving and time management skills and demonstrated ability to effectively manage multiple projects.

#### **3.3. Specialist Knowledge and Skills**

- Knowledge and understanding of aviation laws and regulatory acts to ensure compliance where necessary in regard to airport operations, safety, security and emergency procedures.
- Demonstrated understanding (including ability to interpret and implement) of the procedural and operational statutory requirements for Airport Operations.
- Demonstrated understanding (or the ability to gain Knowledge) of non-aviation legislation which is applicable to Airports e.g. Environmental, Workplace Health and Safety, Local Government Act etc.
- Demonstrated computer keyboard and Microsoft Office skills.

#### **3.4. Interpersonal Skills**

- High level of interpersonal skills to liaise with members of Government Agencies, Emergency Services, tenants, passengers and operators at all levels.
- Proven customer service / relationship building skills.
- Ability to be assertive not aggressive, firm but fair.

#### **3.5. Qualifications and Experience**

- Demonstrated knowledge of Works Safety Officer requirements
- Demonstrated knowledge of Airport Reporting duties and of NOTAM issue and review procedures
- Relevant qualification and/or demonstrated substantial experience in a similar position
- Hold a or is able to obtain Aircraft Radiotelephone Operator Certificate of Proficiency
- Current manual C class driver's licence
- National (or Federal) Police Certificate (no more than 6 months old)
- Ability to obtain a Corporate Firearms licence
- Current First Aid Certificate or ability to obtain one

#### **Aviation Security Identity Card (ASIC):**

- It is a requirement of this position for the employee to be able to hold an ASIC and to remain holding an ASIC for the duration of their employment
- After appointment has been made the employee will be required to undergo a Drug & Alcohol test and a background check in accordance with the Aviation Transport Security Act