

POSITION DESCRIPTION

Position Title:	Airport Projects and Assets Officer
Position Number:	11019
Directorate:	Strategic Projects and Infrastructure
Reports to:	Airport Commercial Coordinator
Supervises:	Nil
Department:	Airport
Agreement:	<i>City of Karratha Enterprise Agreement 2023</i>
Classification:	Level 4

1. POSITION OVERVIEW

The Airport department is responsible for the management and operations of Council's Airport including airside, terminal and landside operations, power and water provision, leased area management and controlled parking.

This role involves assisting the Commercial and Operations teams at the Airport in managing projects, assets, procurement, terminal maintenance, support on Aboriginal Cultural Heritage Act (ACH) requirements and providing general customer service and administration support. Reporting to the Airport Commercial Coordinator, you will collaborate closely with various departments to provide administrative assistance to deliver projects, asset management, procurement and provide exceptional customer service to the public, passengers, visitors, and other stakeholders at the Airport.

1.1. Position Objectives

- To assist with the coordination, management and planning for Airport Projects.
- To provide project administration support including scheduling meetings, preparing agendas and minutes, prepare correspondence and follow up outstanding issues where applicable.
- Coordination of asset management and data collection with a view to inform maintenance programs.
- Recording asset data in the City's assets system in support of maintenance programs and projects.
- Provide support for procurement activities at the airport and maintain an inventory management system.
- Coordinate maintenance and repairs of the terminal by liaising with the Building Maintenance team and contractors.
- Provide administration support for managing the ACH responsibilities.
- Provide support to the Airport Commercial Coordinator and Manager Airport.
- Perform other duties consistent with this level, as directed.

2. DUTIES & RESPONSIBILITIES

2.1 Project Administration

- Assist with the coordination, management and planning for the provision of projects.
- Provide assistance and support to the Airport Team in project development, implementation and execution processes.

- Provide administration and relief support to the Airport Team as required.

2.2 Procurement and Contracts

- Administration and management of electronic procurement systems.
- Assist in preparation, collation and distribution of request for quotation and request for tender documentation.
- Liaise with Contractors on progress payments, including reconciliation of progress claims and contract registers.
- Administer the tender evaluation process, including receiving and distributing submissions to evaluation panel and preparing evaluation documentation.
- Preparation of contract documentation including Agreements, Annexures, Requests for Information (RFI's), Extensions of Time (EOT), Superintendent's Instruction (SI).

2.3 Asset Administration

- Administration of Action Requests and recording into the Asset Management System.
- Monitor inventory levels, reorder supplies as needed, and manage surplus or obsolete assets through proper disposal or sale processes.
- Assist in the administration and record keeping of inventory systems, maintenance schedules and work schedules.
- Assist with the completion of Asset Disposals and Asset Handovers.

2.4 Terminal Maintenance

- Conduct regular inspections of terminal facilities to identify maintenance needs.
- Coordinate with Building Maintenance and/or contractors to oversee repairs, upgrades, and renovations as required.
- Maintain records of maintenance activities.
- Address customer feedback, complaints, and service issues related to terminal facilities or equipment.

2.5 Emergency Management

- During emergencies support the Airport Team and external support organisations like ARFFS, Police, Fire Brigade, SES, Department of Communities and DFERS
- Assist and attend the Aerodrome Emergency exercises and any associated training.

2.6 Work 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 general direction of the Airport Commercial Coordinator
- Works in accordance with approved Council's policies, procedures and guidelines.
- Demonstrated ability to interpret commercial documentation including service contracts, financial spreadsheets, technical documentation and project documentation.
- Ability to consistently meet agreed administrative and regulatory deadlines.

3.2 Judgement and Problem Solving

- Ability to problem solve with solutions found in established processes and procedures.

3.3 Specialist Knowledge and Skills

- Understanding of projects, asset management, airport operations and/or facilities management.
- Developed computer skills including an above average knowledge of the MS Office software suite and ability to quickly acquire knowledge of City of Karratha systems.
- Demonstrable MS Excel spread sheet skills with the ability to produce graphs from data that communicates clear information in an understandable and easily read form.
- Provide analysis and interpretation of data with accurate data entry skills.
- Sound knowledge of general office administrative procedures, office functions and equipment.

3.4 Interpersonal Skills

- Developed numeracy, written and verbal communication skills (including report writing and minute taking) relevant to the work area.
- Ability to manage time effectively to ensure duties are carried out to the required standard.
- Demonstrated customer services skills.
- Ability to maintain confidentiality.
- Ability to work effectively within a team environment and autonomously.

3.5 Qualifications and Experience

- Demonstrated administration experience in a project, assets, facilities or commercial environment.
- Proficiency in the use of the Microsoft Office suite
- A current C class driver's licence
- A National (or Federal) Police Certificate not more than 6 months old.
- Hold, or ability to obtain, an aviation security identification card, ASIC. Note: It is a requirement to remain holding an ASIC for the duration of employment.
- Qualifications in business administration or project administration (desirable)
- Current first aid certificate or ability to obtain one (desirable)
- Airport experience (desirable)

3.6 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 may be required to undergo and pass a Drug & Alcohol test and a background check in accordance with the Aviation Transport Security Act.