



POSITION DESCRIPTION

Airport Reporting Officer

AIRPORT REPORTING OFFICER

POSITION TITLE:	Airport Reporting Officer
POSITION NUMBER:	2033
AWARD:	Queensland Local Government Industry (Stream B) Award – State 2017
AWARD CLASSIFICATION:	4 Provisions of appointment pay level and progression to be in accordance with the applicable award.
REPORTS TO:	Airport Manager
DEPARTMENT:	Infrastructure and Environment
LAST REVIEWED:	October 2024

ABOUT US

Our communities are famous throughout Australia for being the friendliest in North West Queensland. Our towns are well serviced, our natural resources are used wisely, our local economy is diverse and strong, and the local government administration works collaboratively with us to achieve our aspirations.

Our Commitment

We inspire people to
create a better future.

Our Vision

Whether you live here or visit, you will
see how much we value our natural
beauty, how connected our communities
are, and how balanced growth makes
this the best place in the world.

We Value



Honesty



Integrity



Accountability

OBJECTIVE OF THIS ROLE

The Airport Reporting Officer is a role that forms a critical component to the success of the airport operations. The primary objective of this role is to ensure that all airport reporting requirements are met in accordance with regulatory bodies such as Civil Aviation Safety Authority (CASA), Department of Home Affairs and also Council's Internal Aerodrome Manual. It is also a requirement of this role to undertake daily maintenance of the airport facility to ensure that regulatory requirements are met and the overall presentation of the airport is maintained to a high standard.

REPORTING LINES

Reports to the Airport Manager

KEY RESPONSIBILITIES IN THIS ROLE

The following outlines key responsibilities of the position, but is not all encompassing:

Reporting

- Conduct daily inspections of the airside grounds, including boundary checks, runway inspections, wildlife clearing to ensure safe operations of all aircraft;
- Carry out enforcement of CASA and Home Affairs legislative requirements ;



POSITION DESCRIPTION

Airport Reporting Officer

- Monitor the NOTAMS (Notice to Airmen) system to identify if any notifications have been recorded for Cloncurry Airport and if necessary issue/broadcast any NOTAMS to pilots;
- Monitor weather patterns for the area, at least three (3) times per day;
- Provide communications and update with incoming/outgoing pilots;
- Ensure compliance with regulated airside parking in accordance with relevant procedures and legislation;
- Ensure adequate protection, security and maintenance of aerodrome property and equipment assets;
- Ensure all visitors, passengers and agents to Cloncurry Aerodrome comply with Council's Workplace Health and Safety requirements and aerodrome operations;
- Record the daily movements of aircraft arriving and departing from Cloncurry Airport;
- Monitor passenger numbers for RPT and Charter flights to ensure accuracy of airline billings;
- Build public relations with surrounding land owners, visitors, agency representatives and airport users on conduct, airport safety requirements and legislation.

Maintenance

- Undertake maintenance activities to ensure a high standard of presentation of airport grounds and ensure the safe operation of airport activities including but not limited to:
 - airside line-marking
 - lighting repairs
 - pavement maintenance
 - mowing/slashing and general grass/vegetation control
 - fencing repairs
 - other maintenance duties as required
- Perform maintenance and cleaning of the terminal when required;
- Ensure gardens on the visitor side of the terminal are neat and tidy;
- Ensure building repairs and maintenance to the terminal and associated buildings are carried out;
- Undertake maintenance activities at other Council remote airstrips, such as Dajarra, Kajabbi, Duchess

Other

- Provide airside services (Ramp Handling) to aircraft that Council has entered into arrangements with, including but not limited to:
 - aircraft parking and signalling
 - loading/unloading baggage
 - marshalling of passengers
 - maintenance of equipment
- Participate in Airport Emergency Response exercise in conjunction with relative emergency services organisations;
- Conduct regular wildlife management to ensure there is no risk to aircraft using the facilities;
- Other duties as required.

ABILITIES, SKILLS AND KNOWLEDGE REQUIRED

- Demonstrated experience in a similar role;
- Understanding of airport operations in accordance with standard airport practices;
- Ability to understand relevant legislation and regulatory requirements as they change;
- Have excellent communication and interpersonal skills and the ability to communicate effectively with people with varying levels of education and understanding;
- Have well-developed conflict resolution skills;
- Well-developed time management skills;
- Have a high level of attention to detail;
- Be reliable and professionally presented;
- Have sound literacy and numeracy skills.
- Possess a working knowledge of Work, Health and Safety principles as it applies within the workplace.



POSITION DESCRIPTION

Airport Reporting Officer

KEY SELECTION CRITERIA

- Possess excellent interpersonal and communication skills to the extent required to communicate with those with varying levels of education and understanding.
- Possess well developed conflict resolution skills with the ability to control sometimes volatile or sensitive situations.
- Possess a high level of attention to detail to the extent that ensures the Aerodrome operates effectively and in accordance with relevant legislation.
- Be professionally presented to the extent required to display authority of the position to users of the facility.
- Have sound literacy and numeracy skills to the extent required to complete reports, audits and logbooks.

QUALIFICATIONS, EDUCATION AND LICENCES REQUIRED

Mandatory:

- Must hold and maintain an unrestricted C class driver's licence;
- Current Police Clearance
- Current Senior First Aid/CPR

Desirable:

- Hold and maintain CASA recognised Airport Reporting Officer and Work Safety Officer certificate or the ability to quickly acquire.
- Hold and maintain Airside Drivers' Licence (minimum level 3) or the ability to quickly acquire.
- Hold and maintain Aeronautical Radio Operator Certificate or the ability to quickly acquire.
- Hold and maintain current A,B firearms licence or the ability to quickly acquire.
- Hold and maintain a current Aviation Security Identification Card (ASIC) or the ability to quickly acquire.
- Pre -employment medical (fitness for work) may be required.
- Other plant and machinery tickets or competencies

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Required to set outcomes within defined constraints.
- Provides specialist, technical or professional advice.
- Freedom to act governed by clear objectives and/or budget constraints.
- Solutions to problems generally found in precedents, guidelines or instructions. Assistance is usually available.

WORKPLACE HEALTH & SAFETY OBLIGATIONS

All Cloncurry Shire Council Officers have an obligation to uphold workplace health and safety due diligence when working for the Council, Under Section 27 of the *Work Health and Safety Act 2011*("Act")

To ensure that the person conducting the business or undertaking:

1. to acquire and keep up-to-date knowledge of work health and safety matters
2. to gain an understanding of the nature of the operations and generally of the hazards and risks associated with those operations
3. has available for use, and uses, appropriate resources and processes to eliminate or minimise risks to health and safety from work carried out as part of the conduct of the business or undertaking
4. has appropriate processes for receiving and considering information regarding incidents, hazards and risks and responding in a timely way to that information
5. has, and implements, processes for complying with any duty or obligation of the person conducting the business or undertaking under this Act



POSITION DESCRIPTION

Airport Reporting Officer

All employees of the Cloncurry Shire Council will be required to uphold the obligations mentioned above.

Please sign below if you have read, understood, and accepted the responsibilities of this position as outlined in this position description.

Name

Signature

Date