



AIRPORT MANAGER

POSITION TITLE:	Airport Manager
POSITION NUMBER:	2014
AWARD:	Queensland Local Government Industry (Stream A) Award – State 2017
AWARD CLASSIFICATION:	7
REPORTS TO:	Director Infrastructure & Environment
DEPARTMENT:	Airport
LAST REVIEWED:	August 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

Ensure all duties and day-to-day activities are carried out in accordance with Council’s Aerodrome Manual and the legislative requirements set down by CASA, DOTARS and OTS.

Ensure all visitors, Council employees, contractors and sub-contractors, airline agents and their employees and all other users of the Cloncurry Aerodrome adhere to the legislative requirements set down by CASA, DOTARS, OTS, DIT and Cloncurry Shire Council Local Laws.

Directly supervise Airport Reporting Officers and Security Screen Officers to ensure screening activities are carried out in accordance with relevant legislative requirements.



POSITION DESCRIPTION

Airport Manager

REPORTING LINES

This position reports to the Director of Infrastructure and Environment and has the following direct reports

Airport Co-ordinator	Assisting with all programming and airport operations
----------------------	---

KEY RESPONSIBILITIES IN THIS ROLE

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

Operational

- Carry out enforcement of Council Local Laws, CASA, DOTARS, and OTS legislative requirements within the scope of the position;
- Ensure adequate protection and security of aerodrome property and equipment assets;
- Ensure all employee's, visitors, passengers and agents to Cloncurry Aerodrome comply with Council's Workplace Health and Safety requirements and aerodrome operations;
- Development, implementation and monitoring of the Transport Security Program (TSP) in accordance with relevant legislation;
- Development, implementation and monitoring of the Drug and Alcohol Management Plan (DAMP) in accordance with relevant legislation;
- Development, implementation and monitoring of the Disability Access Facilitation Plan in accordance with relevant legislation;
- Development, implementation and monitoring of the Safety Management System (SMS) in accordance with relevant legislation;
- Ensure compliance as a result of inspections conducted by regulated bodies;
- Liaise with Executive Support regarding applications, renewals and cancellation of ASIC cards and ensure appropriate forms have been signed;
- Collection of Aircraft Parking fees in accordance with Council policy;
- Monitor collection of Avdata (landing fees) and advise on discrepancies;
- Monitor passenger numbers for RPT and Charter flights to be reported to Council's Debtors Clerk for billing;
- Build public relations with surrounding land owners, visitors, agency representatives and airport users on conduct, airport safety requirements and legislation;
- Develop and Co-ordinate bi-annual Airport Emergency Response exercise in conjunction with relative emergency services organisations;
- Ensure compliance with regulated airside parking in accordance with relevant procedures and legislation;
- Compile accurate monthly reports for Council submission
- Ensure maintenance of all airside line-marking, lighting, pavement maintenance, grass and vegetation control and any matters that may affect the safe operation of the airport in accordance with relevant procedures and legislation;
- Regular wildlife management to ensure there is no risk to aircraft using the facilities.
- Ensure maintenance and cleaning of the terminal is done on a regular basis;
- Ensure airside ground maintenance is conducted on a regular basis, including mowing/slashing; clearing drains; maintenance and repairs to lighting, pavement and boundary fencing;
- Ensure gardens on the visitor side of the terminal are neat and tidy;
- Produce and ensure a high quality monthly report to Council on airport operations and statistics
- Ensure building repairs and maintenance to the terminal and associated buildings are carried out;



POSITION DESCRIPTION

Airport Manager

Security Screening

- Directly supervise all security screening personnel to ensure duties are carried out in accordance with relevant legislation and work practices;
- Train and review all security screening personnel in the operation of all screening equipment and appropriate standard operating procedures (SOP's);
- Interview all suspect persons who have given a positive result during the screening process;
- Ensure screening equipment is maintained in correct working order;
- Monitor and update the Transport Security Program on a constant bases to ensure compliance with relevant legislation; and
- Other reasonable position related duties as directed by the supervisor.

ABILITIES, SKILLS AND KNOWLEDGE REQUIRED

- Demonstrated technical skills and the ability to impart such knowledge to the workforce within the managed area in relation to all aspects of airport operations and management;
- High level of both written and verbal communication skills to the extent required when dealing with persons of varying levels of education and understanding;
- Good literacy and numeracy skills;
- Ability to perform tasks in a professional and confidential manner;
- Demonstrated ability to work within a team environment and provide leadership to employees both within and without of the managed area;
- Demonstrated time management skills and the ability to effectively manage staff in a teamwork environment;
- Commitment to continuous improvement processes;
- Extensive knowledge and understanding of airport management, procedures, practices, methods and techniques;
- Knowledge of operations of local government and departmental functions of Cloncurry Shire Council or the proven ability to quickly acquire such knowledge;
- Demonstrated experience in forward planning, operations and resource management;
- Knowledge and understanding of Workplace Health & Safety requirements and Quality Assurance standards.

KEY SELECTION CRITERIA

Role Specific Elements

- Current Aerodrome Reporting Officer (ARO) certification;
- Aeronautical Radio Operators Certificate;
- Dangerous Goods (DG) acceptance certification (current) is desirable;
- 4 x 4 training course completion and relevant qualification is desirable;
- Pest Management qualification for herbicide and control of weeds is desirable.
- Refueler training / experience desirable including fuel quality checks.
- Ramp Operations and Relevant training desirable.
- Proven capability in reporting against program and budget
- Possess demonstrated knowledge of Workplace Health & Safety obligations, risk management and public liability.

Leadership, management and communication

- Excellent people management skills
- Excellent planning / programming skills
- Ability to solve problems and/or communicate potential options to solve problems
- Awareness of, and ability to communicate effectively with key stakeholders

General

- Possess well developed literacy and numeracy skills



POSITION DESCRIPTION

Airport Manager

- Possess good computer skills, including capability to learn new business systems/applications relevant to position.
- Possess the ability to maintain confidentiality in relation to Council business.

QUALIFICATIONS, EDUCATION AND LICENCES REQUIRED

Mandatory:

- A current Police Clearance .
- Hold and maintain an unrestricted C class driver's licence.
- Hold and maintain weapons licence;
- Hold and maintain ASIC card;
- Airport reporting officer certificate;
- Hold and maintain a VHF radio licence;
- Hold and maintain class 2 security licence;

Desirable:

- Other plant operating tickets would be highly desirable;
- Experience in Local Government airport management is highly desirable.

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 pursuant to 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

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