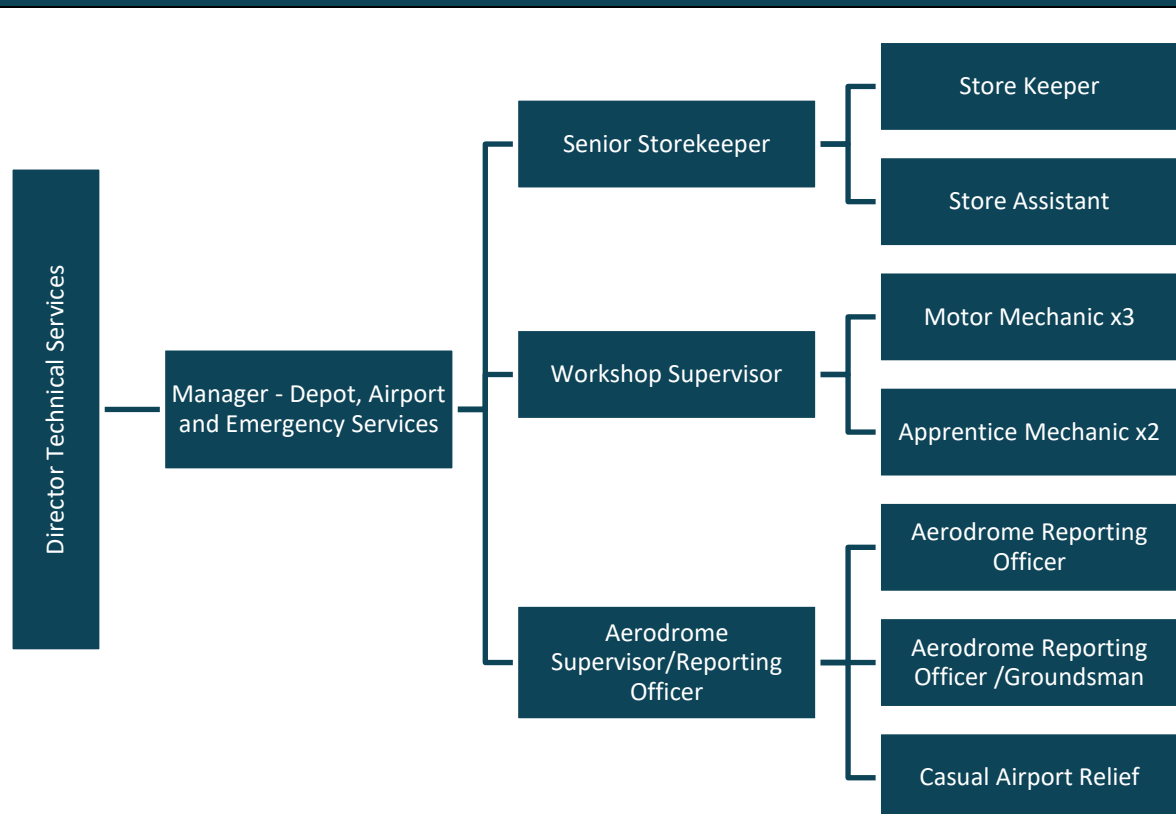


<b>Position Title:</b>	Casual Aerodrome Reporting Officer
<b>Position Number:</b>	N/A
<b>Division:</b>	Technical Services
<b>Section:</b>	Depot, Airport and Emergency Services
<b>Grade:</b>	4
<b>Delegations:</b>	As allocated in the Delegations Register

### Primary Purpose of Position

- Carry out the duties of Reporting Officer in the absence of the Aerodrome Supervisor or Aerodrome Relief Supervisor
- Compliance with regulatory requirements of the Civil Aviation Safety Authority (CASA)
- Compliance with Aerodrome Security
- Supervision of Contractors

### Sectional Structure



## Selection Criteria

### Qualifications/Licences

- Ability to complete Aerodrome Reporting Officers Course within 12 months
- Ability to complete Aerodrome Lighting Course within 12 months
- Able to obtain an Aerodrome Security Identification Card (ASIC) within 12 months
- Current Class C Drivers Licence
- General Construction Induction Card (White Card)
- First Aid Certificate (including CPR)
- Satisfactory Criminal Record Check (if not completed as part of ASIC)

### Skills and Experience

- Experience in a similar role
- Demonstrated ability to undertake and complete standard paperwork, forms and standard administrative tasks
- Excellent organisational and planning skills, including the capacity to work to deadlines and set priorities
- Well-developed computer literacy skills in the use of a variety of computer software packages
- High level communication skills both verbal and written including the capacity to interact with all levels of staff and the public while maintaining effective customer service and relationship management
- Experience with or ability to manage contractors
- Proven ability to work unsupervised
- Demonstrated ability to work and contribute as part of a team
- Demonstrated ability to model Council's key values and desired behaviours

## Key Accountabilities/Duties

### General

- Undertaking or arranging maintenance of the Orange Aerodrome to comply with CASA regulations
- Ensuring compliance with Aerodrome safety and security
- Presenting the Aerodrome as a high quality facility
- Comply with Council's Code of Conduct, relevant policies and procedures, values and behaviours, and work health and safety responsibilities, as amended from time to time

### Maintenance of Orange Aerodrome

- Maintenance of the operational lighting
- Carry out all necessary inspections

### Aerodrome safety and security

- Ensuring all security devices and systems are operational on a daily basis

- Policing compliance by other Aerodrome users and members of the public
- Be available to attend to Aerodrome emergencies and safety issues
- Record daily inspections
- Issue Notice to Airmen (NOTAM) where required
- Enforce vehicle rules at the Aerodrome
- Wear appropriate uniform and personal protective equipment

#### **Supervision**

- Supervision of authorised contractors engaged to perform work at the Aerodrome

### **Corporate Values**

As a values-based organisation, Council demonstrates its values through workplace behaviours. These behaviours provide a framework for staff to model behaviour across the organisation. Underpinning the behaviours is the Orange City Council Code of Conduct. Council's corporate values are listed below:

- **Respect** – is honest and respectful towards others and works as part of a team
- **Ownership** - takes responsibility for actions
- **High Performance** - pursues performance excellence and continually looks for improvement
- **Customer Focus** - demonstrates a customer focused approach towards internal and external customers
- **Safety** - works safely, in accordance with Council's Work Health and Safety policy and procedures
- **Diversity** – Champion a diverse and inclusive workplace
- **Leadership** – Council encourages all its employees to lead by example and role model our values. Leaders also need to ensure they provide constructive feedback and encourage high performance by coaching, developing, recognising and managing people effectively

### **Work Health and Safety Responsibilities**

All employees are responsible for Work Health and Safety (WHS) for Orange City Council and their duties include:

- Complying with Council's WHS policies and procedures
- Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others
- Reporting any potential hazards, incidents or injuries to their Supervisor and Human Resources within 48 hours
- Participating in any applicable WHS consultation arrangements

- Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace
- Correctly using all personal protective equipment
- Complying with emergency and evacuation procedures and site rules if applicable
- For Managers, Supervisors, Team Leaders or Gangers, you have additional WHS responsibilities as defined in the Orange City Council Work Health and Safety Management Policy (OP 84)

#### General

- The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.
- Local Government (State) Award conditions apply to all entitlements.
- The Position Description links to the overall organisational Delivery/Operational Plan which ties into an employees' key performance indicators (KPIs) as part of their annual performance review.
- Position descriptions may be amended from time to time in accordance with business needs and in consultation with the incumbent of the position.

*I acknowledge that I have read and understood the duties, responsibilities and delegations of the position as outlined in the above Position Description*

**Signed by Employee**

**Date Signed**

*Human Resources Only: This position's ordinary hours of work shall be based on a 38 hour week to determine the hourly rate of pay*