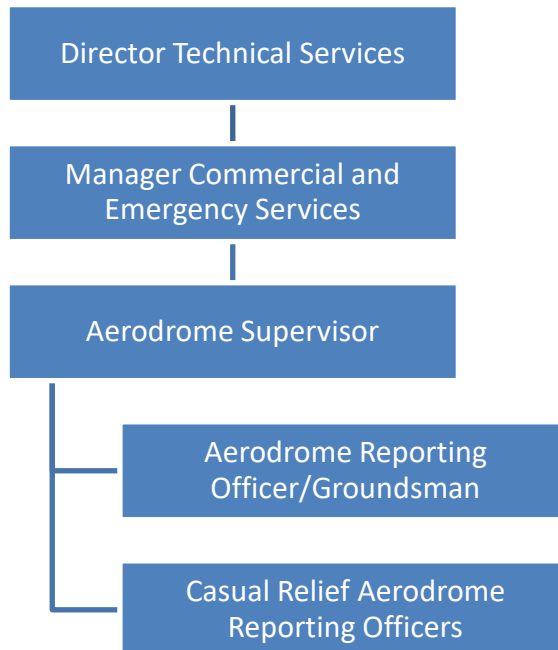


Position Title:	Aerodrome Reporting Officer/Groundsman
Position Number:	5135
Division:	Technical Services
Section:	Commercial and Emergency Services
Grade:	4
Delegations:	As allocated in the Delegations Register

Primary Purpose of Position

- Maintenance of Orange Aerodrome
- Compliance with regulatory requirements of the Civil Aviation Safety Authority (CASA)
- Compliance with Aerodrome Security
- Supervision of Contractors and Relief Staff

Sectional Structure



Selection Criteria	
Qualifications/ Licences	<ul style="list-style-type: none"> • Completed Aerodrome Reporting Officers Course • Completed or ability to complete Aerodrome Lighting Course • Completed or ability to obtain an Aerodrome Security Identification Card (ASIC) • Current Class C drivers licence • General Construction Induction Card (White Card) • First Aid Certificate (including CPR) • Firearms Licence (Category A,B) and Completed Firearms Safety Course • Satisfactory Criminal Record Check (if not completed as part of ASIC) • Certificate IV in Leadership and Management or equivalent desirable
Skills and Experience	<ul style="list-style-type: none"> • Experience in a similar role in grounds maintenance and working within an Aerodrome • Ability to operate tractor and slasher, ride on mower, and other small plant • Experience with or ability to manage contractors and relief staff • Well-developed computer literacy skills in the use of a variety of computer software packages • Demonstrated ability to work and contribute as part of a team • Demonstrated ability to undertake and complete standard paperwork, forms and standard administrative tasks • Proven ability to work unsupervised • Excellent organisational and planning skills, including the capacity to work to deadlines and set priorities • 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 • Demonstrated ability to model Council's key values and desired behaviours
Key Accountabilities/Duties	
<p>General</p> <ul style="list-style-type: none"> • Undertake or arrange maintenance of the Orange Aerodrome to comply with CASA regulations • Ensure compliance with aerodrome safety and security • Present and maintain the Aerodrome as a high quality facility • Supervise contractors and relief staff as required • 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 <p>Maintenance of Orange Aerodrome</p> <ul style="list-style-type: none"> • Mowing • Pot hole patching of the runway • Line marking • Maintenance of fencing and operational lighting 	

- Maintenance of gardens and building surrounds
- Use of Council owned firearms for wildlife management
- 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
- Review security footage prior to departure of the first RPT (Regular Public Transport) flight
- 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
- Safely ensure that animals do not interfere with airport operations
- Wear appropriate uniform and personal protective equipment

Supervision

- Act as Aerodrome Supervisor when required
- Supervision of cleaner/caterer in the terminal building
- 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
- **Equal Employment Opportunity (EEO)** – complies with EEO principles and respects diversity
- **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.

Signed by Employee:
(acknowledging they have read and understood):

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