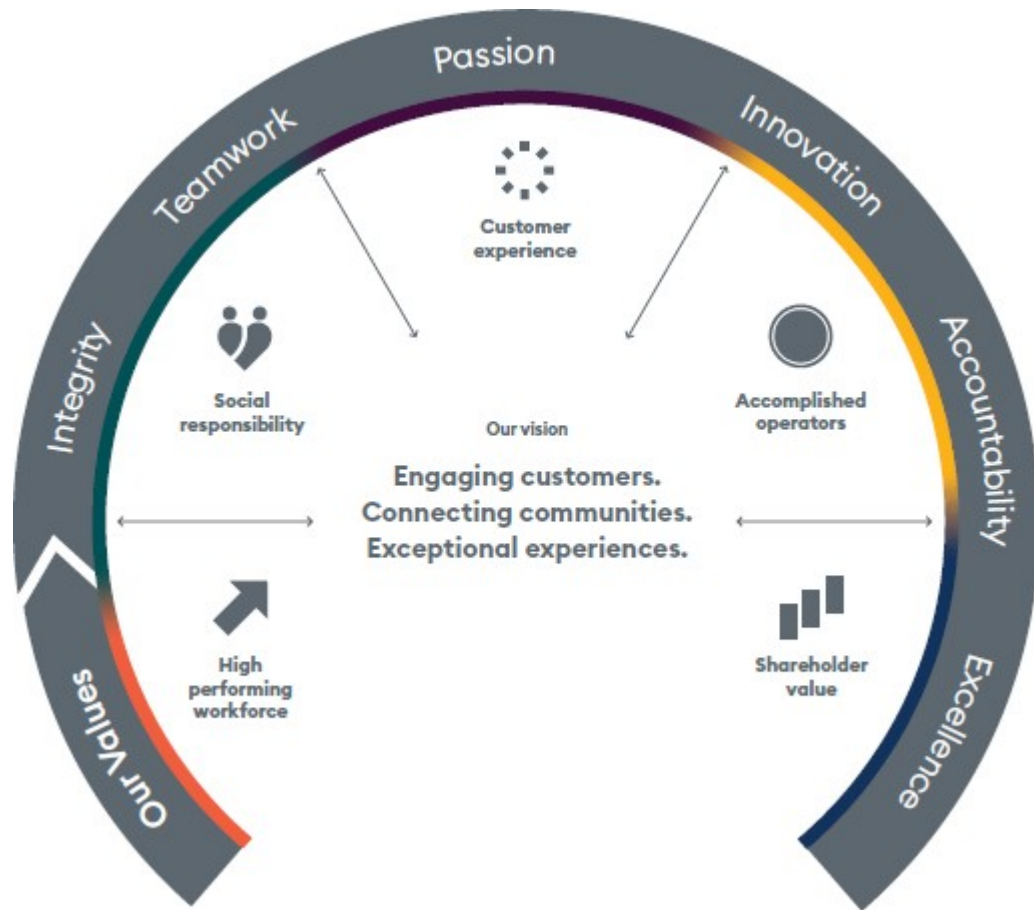


Queensland Airports Limited

Role Description



Position Title: Airport Facilities Coordinator
Location: Townsville Airport
Department: Assets
Reports to: Maintenance Operations Manager (Townsville)
Reporting to this position: nil

Position Purpose:

The Airport Facilities Coordinator is responsible for the control and maintenance of airport assets, including identification of requirements for capital works. This role is also responsible for efficiently managing and coordinating internal and external resources to deliver high quality, cost effective repair and maintenance services the regional airports.

Job Role Requirements**Objective 1: Asset Performance**

- Maintain the asset register and maintenance schedules within the Asset Management System.
- Manage workload given to internal maintenance employees.
- Develop strong understanding of all asset systems and maintenance requirements.
- Communicate and coordinate maintenance activities with other employees, tenants and stakeholders.
- Develop and implement contracted services agreements for key asset systems, with the direction of the TAPL management team.
- Produce regular reports to demonstrate required safety standards and levels of service and efficiency are achieved.
- Assist with the development and implementation of the asset management program as determined by Queensland Airports Limited project managers
- Ensure implementation and monitoring of equipment maintenance programs according to manufacturers or other relevant guidelines
- Tendering and coordination of maintenance contractors
- Document regulatory maintenance procedures

Objective 2: Maintenance Planning

- In consultation with Airport Services Manager, allocate and priorities maintenance tasks to Aerodrome Reporting and Maintenance team and /or contractors.
- Maintain the airport maintenance structure and maintenance schedules within the Technology One and Fixx
- Communicate and coordinate maintenance activities with tenants.
- Develop scope of work for contractors.
- Obtain pricing for works/small projects.
- Develop Minor Works Contracts and Permits to Commence Work (PERCOW) for contracts works.
- Participate in major project planning and execution.
- Support other departments with improvement projects.
- Perform support function in absence of the Maintenance Operations Manager.
Improve the utilisation of Technology One and Fiix as the Computerised Maintenance Management System

Objective 3: Grounds Maintenance and Repairs

- Support the Aerodrome Reporting and Maintenance team through actively participating and in ground maintenance works and repairs
- Proactively undertake general maintenance and repairs.

Objective 4: Financial

- Monitor and report on maintenance expenditure against budget, seeking direction for Maintenance Operations Manager if expected to exceed monthly budgets.
- Review as necessary quotes obtained from coordinators to ensure value for money.
- Approve purchase orders in line with delegation limits.
- Identify and communicate to Manager strategies to improve profitability of the airports assets
- In association with Manager, implement systematic and effective cost control processes for both capital development and operation of the airports airside and landside facilities
- Continually maintain up-to-date knowledge of best practice in innovation and cost-effective provision of airport facilities and services (services provided by QAL and services received by other agencies)

Objective 5: Leadership

- Ensure employees and contractors deliver superior and cost-effective airport services in accordance with all regulatory compliance requirements and QAL project delivery.
- Demonstrate leadership practices (e.g. promote teamwork, encourage consultation, communication, role modelling, continuous improvement)

Objective 6: Operations

- Maintain competency as an acting Aerodrome Reporting Officer to provide support as necessary.

Objective 6: Reporting

- Prepare regular status reports on tasks and projects in progress.
- Complete weekly, monthly, half yearly, and yearly reports where applicable
- Ensure all staff training documentation maintained and all records up to date.
- Organise training for staff where required and maintain all staff training records.

Objective 7: Project Participation / Innovation / Continuous Improvement

- Seek to continuously improve processes and build strong working relationships with internal and external customers

Objective 8: Workplace Health & Safety, Environmental and Aviation Safety & Security

- Take reasonable care for your health and safety
- Take reasonable care for the health and safety of others including the implementation of risk control measures within your control to prevent injuries or illnesses
- Comply with any reasonable instruction in relation to WHS by the Company
- Co-operate with any reasonable policies and procedures of the QAL and associated entities including the reporting of hazards or incidents via the QAL reporting process
- Other responsibilities as outlined in the QAL WHS management system
- Adhere to the locations Environmental Management System (EMS) as relevant to your work activities
- Attend EMS related training
- Adhere to relevant aviation safety and security requirements
- Additional tasks / duties will be dependent on the role

Individual Behaviour Expectations

QAL employees expected to demonstrate behaviour which is aligned to our core values:

Teamwork

- Together we succeed
- Everyone is a customer
- We are inclusive and support each other

Innovation

- We think differently
- We are creative
- We share our experience to build new ideas

Accountability

- We take responsibility for our actions
- We all lead by example
- Safety and social responsibility are priorities

Integrity

- We value honesty, respect and fairness
- We do what we say
- We act in the best interests

Passion

- We are enthusiastic
- We care about what we deliver
- We take pride in our work

Excellence

- We have high performance standards

- We add value and deliver quality
- We embrace change and deliver outcomes

Key Stakeholders

Internal: Employees and management at all levels

External: All airport customers, contractors and suppliers.
Federal, State and Local Government agencies.
Consultants and regulatory authorities.

Key Capabilities Required to Perform Role

Educational Qualifications:

- Industry qualifications desirable:
 - Tertiary qualification (engineering)

Professional Experience:

- Knowledge of Airport and aviation specific policies, procedures and language
- Solid background and experience in maintenance planning and supervision
- Knowledge of Finance One applications
- High level of experience in industry specific software programs
- Exceptional internal and external customer service skills
- Strong organisational, time task and priority management skills.
- Excellent personal presentation.

General Experience:

- General experience in a wide range of disciplines including:
- Project management experience
- Exposure to Mechanical/electrical background
- Asset and contract management experience
- Buildings – large and small

Specific Job Knowledge, Skills and Abilities:

- Report writing and presentation skills
- Strong computer literacy (Microsoft Office suite)
- Good leadership and interpersonal skills
- Knowledge of government acts, regulations and policies
- Sound planning, problem solving, decision making and negotiation skills
- Strong organisational, time, task, and priority management

- Have adequate craft knowledge and skill to accurately estimate labour hours, material requirement and skills needed to complete a job.

Certificates:

- Current Drivers Licence
- Authority to Drive Airside category 4N
- Radio Operators Certificate of Proficiency
- Firearms Licence Cat A, B

ACKNOWLEDGMENT

I acknowledge that I have read and understood the key result areas described in this Role Description and agree to carry out my duties and responsibilities to the best of my ability. I also understand that at times I may be required to undertake other duties relevant to the position that are not listed in this statement. I acknowledge my employer's right to alter this Role Description from time to time in accordance with company requirements.

Name

Date

Signature