

## Cairns Airport Pty Limited

### Position Description

<b>Position</b>	:	<b>Maintenance Coordinator</b>
<b>Location</b>	:	<b>Cairns Airport</b>
<b>Department</b>	:	<b>Assets and Operations</b>
<b>Reports to</b>	:	<b>Pavements and Grounds Manager</b>
<b>Status</b>	:	<b>Permanent Full Time / Contract Salaried Position</b>
<b>Agreement / Award</b>	:	<b>Collective Agreement</b>

**Purpose of the role:** To undertake and coordinate maintenance activities through the operation of a range of hand tools and plant to contribute to the operational standards, upkeep and safety of the airport grounds, pavements, roads, drainage and associated facilities. To act as Assistant to Pavements and Grounds Manager in times of absence, and/or when requested.

#### **Key Result Areas:**

- Target of nil LTI's for the business unit
- Ensure and assist Cairns Airport Safety, Security and Environmental policies are adhered to.
- Maintenance works are undertaken within approved budgetary constraints and adherence to the business plan objectives.
- Attend to and assess all reported faults and delegate repairs in a timely manner.
- Repairs or faults unable to be undertaken in-house are reported back to the applicable Business Unit in a timely manner.
- Pavements and Grounds Manager is kept informed on the status of works and the requirement for material and consumables is advised in a timely manner.
- A safe and efficient work environment is maintained.
- Plant and equipment is operated and maintained in a safe, efficient manner.
- Any identified maintenance needs are advised to the Pavements and Grounds Manager in a timely manner.
- Utilise skills and competencies to undertake assigned tasks as a member of a flexible, multi – skilled work team to deliver a range of services as detailed in the Skills Assessment Matrix.
- In conjunction with the Pavements and Grounds Manager assist with the implementation of cost reduction initiatives and reduction of Cairns Airport carbon footprint.
- Actively promote and maintain a safe working environment (take ownership) and ensure any incidents or hazards are reported in a timely fashion.
- Understand and undertake what is expected of me under the Drug and Alcohol Management Plan (DAMP) and that I am compliant.
- Demonstrate and conduct myself in a manner in which I am supporting the Cairns Airport Values, Vision and Mission.

#### **Duties and Responsibilities:**

- Actively promote “Work Safe Home Safe”.
- Establish and maintain an effective working relationship with team members.

- Commitment to up skilling both yourself and the team.
- Open communication between all applicable business units and clients.
- Ensure contractors under your control that are engaged to perform works are inducted according to Cairns Airport safety framework.
- Maintenance works are undertaken in a safe, efficient and timely manner.
- Faults and repairs are completed in a timely manner.
- In conjunction with the Pavements and Grounds Leading Hand coordinate repairs/projects where extra labour staff is required.
- On occasions perform ground staff duties as directed by the Pavements and Grounds Manager.
- On occasions attend to afterhours call outs for urgent fault repairs.
- Preparation of purchase requisition and goods receipting of invoices for approval by Pavements and Grounds Manager.
- Maintain a safe working environment and work in accordance with the Safety Management Framework including use of Standards Work Procedures and Job Safety Maps.
- Risk assessments and JSA's are carried out in a timely manner.
- All incidents are investigated and agreeable corrective actions are carried out and completed in a timely manner.
- Monitor staff undertaking maintenance. Ensure training and competency standards are maintained.
- Assist with projects, project management and other reasonable tasks as directed by the Pavements and Grounds Manager.
- Advise the Pavements and Grounds Manager of any maintenance and stock material requirements.
- Undertake allocated maintenance tasks including operation of plant as directed by the Pavements and Grounds Manager, including ground staff duties.
- Undertake safety observations and inspections as directed by the Pavements and Grounds Manager.
- Assist with applicable approvals for applicable maintenance works.
- Actively promote of the need to maintain a safe working environment through compliance with the Safety Management Framework and workplace related health and safety legislation including the CASA compliant Drug and Alcohol Management Plan (DAMP).
- Comply with local, state and federal environmental legislation, report all environmental incidents and work in accordance with NQA's Environmental and Sustainability Policies including the use of Environmental Work Procedures.
- Actively demonstrate and endorse the Values of NQA by showing awareness and respect to our community, company, shareholders and stakeholders.

### **Knowledge, Qualifications and Experience**

- Computer Skills – Outlook, Word and Excel
- Organisational skills
- Safety focused
- Time Management
- Workplace Health and Safety Awareness
- Written and verbal skills
- Airside Drivers Licence
- Aviation Security Identification card
- Facility Maintenance Experience
- Demonstrated effective staff management skills
- Managing Budgets
- Pavement management experience desirable