

## Queensland Airports Limited

### Role Description

**Position Title:** Terminal Maintenance Officer (Mechanical)

**Location:** Gold Coast

**Department:** Asset Services

**Reports to:** Team Leader – Terminal Maintenance

**Reporting to this position:**

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#### Position Purpose:

The purpose of this role is to provide maintenance support for the maintaining of Terminal Buildings, Airport Central Buildings, Australian Federal Police Building and Car Park Structures, associated building services infrastructure and specialised terminal building systems.

### Corporate Vision, Mission and Strategic Direction

#### Vision

Engaging customer, connecting communities, exceptional experiences

#### Our Mission

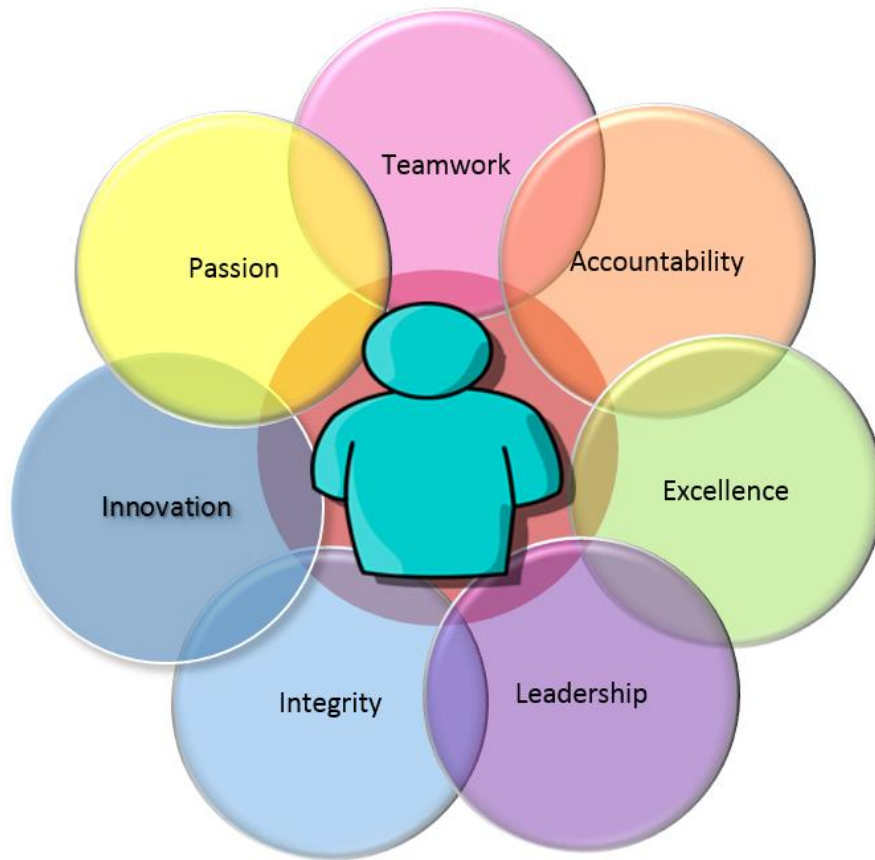
To be the best regional airport owner and operator in Australia

#### Strategic Pillars



Our five pillars guide our strategic direction. Within each pillar are strategies to deliver our goals and realise our vision. These strategies drive our existing business and underpin any acquisitions.

## Organisational Values



## Job Role Requirements

### **Objective 1: Maintenance of all airport owned/ operated building structures and associated services infrastructure**

- Complete routine maintenance procedures & inspections on building structures and associated services
- Undertake building and services emergency adhoc repairs as required
- Monitor works carried out by maintenance contractors
- Record details of all maintenance works in Asset Management System
- Ensure all mechanical equipment and systems operate in a safe and efficient manner
- Provide assistance to other workgroups/ teams in a variety of tasks as required

### **Objective 2: Maintenance of baggage conveyor systems**

- Complete routine maintenance procedures & inspections on baggage conveyor systems
- Undertake baggage conveyor system equipment emergency adhoc repairs as required
- Monitor works carried out by maintenance contractors

### **Objective 3: Administration**

- Record details of all maintenance works in Asset Management System
- Requisition of stores as directed by Team Leader
- Complete limited administration tasks associated with terminal maintenance

### **Objective 4: Project Participation / Innovation / Continuous Improvement**

- A proactive, positive involvement as part of the Assets team
- Timely and effective management and ongoing innovation of asset systems and processes.
- Seek to continuously improve processes, build strong working relationships with internal and external customers.

### **Objective 5: 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
- Adhere to relevant aviation safety and security requirements
- EMS related training
- Maintain a safe and secure operation within the airside environment by complying with all Aviation SMS responsibilities and ensuring that all actions are in line with relevant regulations and SOPS
- Identify any WH&S issues, report using appropriate procedure and follow

## **Individual Behaviour Expectations**

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

### **Teamwork**

- Accepts responsibility
- Works collaboratively
- Effectively communicates
- Values diversity

### **Innovation**

- Challenge the status quo
- We do things differently
- Confidence to put forward and test innovative ideas
- Embraces challenges

### **Accountability**

- Takes responsibility
- Ethical
- Minimal supervision
- Accountable for own standards of work

### **Leadership**

- Clear vision
- We are empowered
- Treat each other equally

### **Integrity**

- Trustworthy
- Acts with honesty and sincerity
- Demonstrates fairness
- Ethical in our dealings
- Act in the best interest of our stakeholders
- Act on promises
- Does the right thing

### **Passion**

- Displays positive energy, optimistic
- Inspires others
- Love what you do
- Actively enhances competencies and capabilities through technical and professional development

### **Excellence**

- Strive to be the best
- Challenge ourselves
- Exceed expectations

## **Key Stakeholders**

*Internal:* Employees and management at all levels

*External:* Airlines, terminal building tenants and operators, car park operator, contractors and customers

## **Key Capabilities Required to Perform Role**

### *Educational Qualifications:*

- Mechanical or Fitter & Turner trade qualifications

### *Professional Experience:*

- Minimum of 3 years post trade experience
- Commercial and/ or industrial equipment maintenance experience
- Power generation experience (preferred but not essential)
- Air-conditioning experience (preferred but not essential)
- Baggage Conveyor system experience (preferred but not essential)

*Specific Job Knowledge, Skills and Abilities:*

- Good written and verbal skills
- General computer literacy (Word, Excel, Internet, Email)
- Sound problem solving, decision making and negotiation skills
- Sound organisational, time, task, planning and priority management skills
- Undergo and pass a Police Records Check
- Neat personal presentation

*Physical Demands:*

- Must be able to stand and exert well-paced mobility for duration of shift
- Must be able to bend, squat, stretch and lift to fulfil tasks

**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

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Signature

Approved by Line Manager (Signature and Date)		
Reviewed by HR (Signature and Date)		
Version:		Date: