

Queensland Airports Limited

Role Description

Position Title:	Terminal Systems and Maintenance Officer
Location:	Gold Coast
Department:	Asset Services
Reports to:	Team Leader Terminal Maintenance
Reporting to this position:	Nil

Position Purpose:

The purpose of this role is to ensure that the Baggage Handling System is operating in an effective and efficient manner and to assist/support the terminal maintenance team in daily maintenance activities.

Corporate Vision, Mission and Strategic Direction

Vision

Engaging customer, connecting communities, exceptional experiences

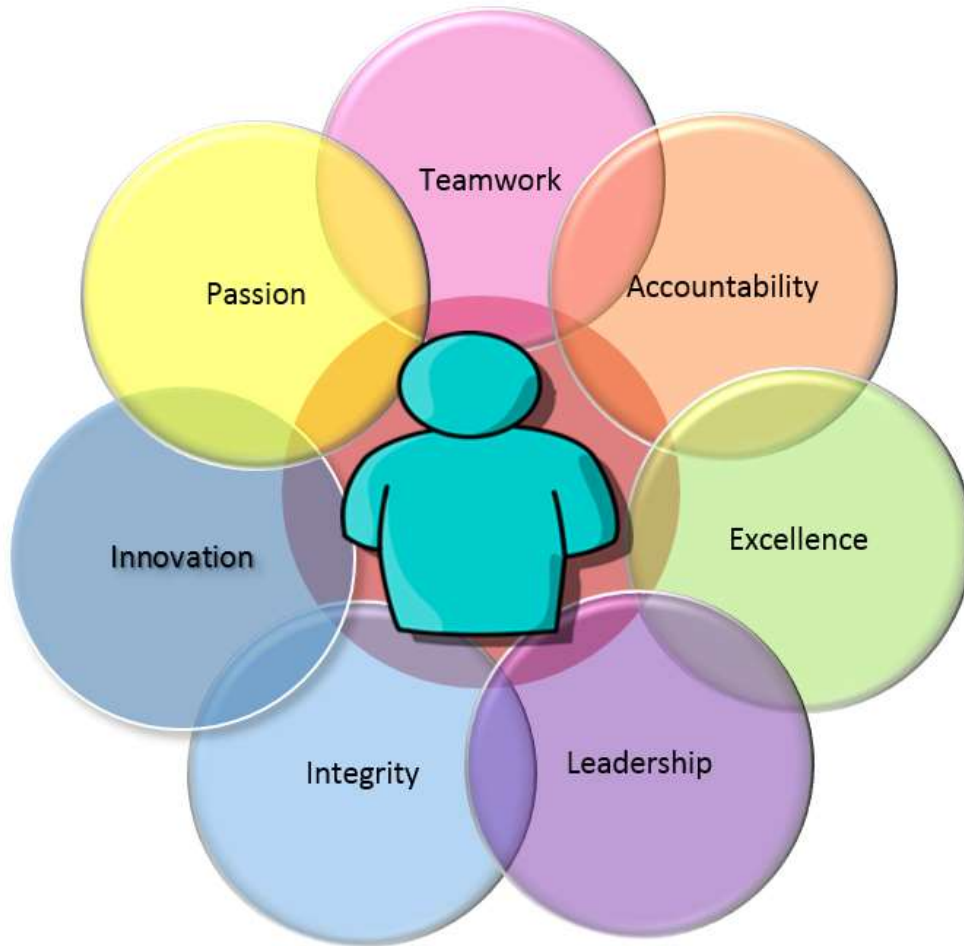
Our Mission

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.



Job Role Requirements

Objective 1: Maintenance Officer

- Assist tradesman with various tasks to ensure that the terminal building structure, equipment and systems are maintained to relevant standards
- Undertake regular tasks and inspections as directed to ensure that the terminal building structure, equipment and systems are operating efficiently and safely

Objective 2: Baggage Handling System

- Operate the baggage handling system to ensure the system is meeting operational requirements in efficiency and safety
- Respond to system faults/ baggage jams and report maintenance issues
- Record all major and minor system faults
- Undertake routine maintenance procedures and inspections as directed to ensure the baggage handling system is operating efficiently and safely
- Undertake baggage conveyor system equipment emergency adhoc repairs as required

Objective 3: Administration

- Completion of relevant reports (e.g. system fault reports)
- Record details of all maintenance works in the Asset Management System

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
- Attend 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
- Adhere to relevant aviation safety and security requirements

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, building tenants and operators, contractors and customers

Key Capabilities Required to Perform Role

Educational Qualifications:

- Completion of recognised qualifications/accreditations relevant to the role
- Trade Certificate (preferred but not essential)

Professional Experience:

- Minimum 2 years' experience in a similar role
- Commercial and/ or industrial equipment maintenance experience
- Conveyor system experience (preferred but not essential)
- Knowledge of computer based electronic systems including; Baggage Handling System, Asset Management System and Electronic Time sheet system

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

Signature

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