

Queensland Airports Limited

Role Description

Position Title:	Grounds Maintenance Officer
Location:	Gold Coast
Department:	Asset Services
Reports to:	Team Leader – Civil
Reporting to this position:	N/A

Position Purpose:

To undertake repairs, maintenance and improvements of airport grounds and associated infrastructure.

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: Grounds Maintenance

- Ensure airport grounds are kept in an orderly and tidy manner and in compliance with airport operating and safety requirements
- Carry out airport grounds maintenance and improvement including but not limited to;
 - Natural drainage systems
 - Slashing
 - Clearing (with Environmental Department approval)
 - General housekeeping
- Operate ride-on equipment and light mechanical plant (eg tractors, mowers)
- Drive rigid motor vehicles (exceeding 11 t GVM and up to 15 t GVM)
- Ensure tenancy water meter readings take place at scheduled times
- Ensure that water, sewerage and stormwater reticulation drawings are maintained

Objective 2: Repairs

- Ensure airport infrastructure is repaired and maintained in compliance with airport operating and safety requirements
- Carry out airport infrastructure maintenance and improvement including but not limited to;
 - Buildings
 - Runways, Taxiways and Aprons
 - Roads and access tracks
 - Fences, gates and signage
 - Underground and surface pipe systems, including drainage system and interceptors
 - Minor mechanical plant and equipment repairs

Objective 3: Administration

- Requisition of stores as directed by supervisor

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
- 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: Contractors

Key Capabilities Required to Perform Role*Educational Qualifications:*

- Training and/or qualifications in relation to emergency management

Professional Experience:

- Minimum 2 years' experience in a similar role
- Experience operating relevant ground and repair plant and equipment in a commercial environment
- Experience dealing with the general public

Specific Job Knowledge, Skills and Abilities:

- Good numeracy and literacy skills relevant for the role
- Sound problem solving, decision making and negotiation skills
- Sound organisational, time, task and priority management skills
- General computer literacy (Word, Excel, Internet, Email)
- Undergo and pass a Police Records Check
- Neat personal presentation
- Knowledge of relevant security legislation and airport regulations
- Ability to operate small excavation equipment (e.g. backhoe)

Certificates/Licences:

- Current 'LR' Class drivers licence
- Current 'MR' licence (desirable)

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: