**EOI - AIRPORT SUPERVISOR**

**1 x Full Time Position (Must be available to work Monday – Friday, Including reasonable overtime and be available on-call during weekday evenings, weekends and public holidays as required).**

Applications close 25 July 2021

Reporting to the Executive Manager of Operations the Airport Supervisor is responsible for coordinating the day-to-day operations of the Pormpuraaw Airport in a safe and secure manner. The Airport Supervisor is required to plan and coordinate projects, airfield inspections, emergency activities and preventative maintenance to ensure the safe and efficient operation of the Airport. The position is also required to coordinate ticket sales, administer the Local Fare Scheme, attend to customer check-ins, and assist with baggage handling, including loading and unloading of aircraft

Additional key responsibilities include, but are not limited to:

1. Plans and coordinates airfield inspections, emergency activities, preventative maintenance and planned projects to ensure compliance with applicable laws and regulations and safe passenger movements.
2. Acts as the primary point of contact for airport-related activities and liaises with relevant stakeholders regarding operational and safety issues for the airport
3. Plans and coordinates the maintenance of airport and airfield facilities, roads, gates, grounds, vehicles and equipment.
4. Oversees and participates in responding to aircraft incidents/accidents and maintenance emergencies
5. Promotes good relationships with the community through the delivery of quality customer service.
6. Oversees the ticketing/check-in operations of all assigned flights. Assists with baggage handling, including loading and unloading of aircraft.
7. Oversees airport security through the development and implementation of an Airport Security Plan, as well as inspecting runways, navigational aids and buildings for hazards.

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| **Qualifications**  In order to be able to do this role you must hold:   * Cert III in Aviation (Aerodrome Operations) * Dangerous Goods by Air – Awareness Course * Aerodrome Reporting Officer’s course * Cert III in Transport & Distribution (Aviation Grounds Operations and Service) * Aerodrome Work Safety Officer’s course. * Drivers Licence * Blue Card * ASIC Card * National Criminal History Clearance. | **Selection Criteria**  To be successful in this role you must have:   1. Demonstrated experience in contributing to airport operations, preferably at a supervisory level 2. Strong knowledge of airport safety and security requirements 3. Strong organisational skills 4. Sound interpersonal skills, including verbal and written skills, and a commitment to delivering quality customer service |

**To apply for a position:**

1. **Contact Human Resources for a copy of the Position Description and;**
2. **Submit your cover letter, selection criteria responses & resume to HR on email: hr@pormpuraaw.qld.gov.au**