

EAST KIMBERLEY REGIONAL AIRPORT AIRPORT SERVICES OFFICER



POSITION DESCRIPTION

1. POSITION OBJECTIVES

- To perform Passenger, Cabin Baggage, Checked Baggage and Freight Security Screening in accordance with all acts and regulations at East Kimberley Regional Airport
- To provide high level of cleaning services to the East Kimberley Regional Airport including Terminal interior and exteriors and associated buildings.
- Enforcement of Kununurra Transport Security Plan (TSP), Aviation Transport Security Act 2004 and Aviation Transport Security Regulations 2005.
- Enforcement of airport parking requirements.
- At all times promote Councils Customer Service Ethics by providing a high standard of service to the passengers, community and the organisation.

2. KEY RESPONSIBILITIES

Passenger and Cabin Baggage Screening

- Carry out screening of passengers and checked/cabin baggage in accordance with the Kununurra TSP, Aviation Transport Security Act 2004, Aviation Transport Security Regulations 2005 and the Methods, Techniques and equipment to be used for screening.
- Ensure the departure lounge facilities are kept to a high standard of cleanliness.
- Provide basic equipment fault finding and repair.

Checked Baggage Screening

- Carry out Checked Baggage Screening in accordance with the Kununurra TSP, Aviation Transport Security Act 2004, Aviation Transport Security Regulations 2005 and the Methods, Techniques and equipment to be used for screening.
- Ensure the checked baggage room facilities and conveyance is kept to a high standard of cleanliness.
- Provide basic equipment fault finding and repair.

Cleaning

- General tidy up and cleanup of terminal interior and exterior facilities and associated building before and after each scheduled flight.
- Provide accidental spills and spot cleaning as required.
- Cleaning requirements as per schedules set out by Airport Operations & Compliance Manager.

Parking

- Carry out regular patrols of areas subject to controls under Council's by laws to ensure compliance with the by-laws.
- Carry out regular patrols of drop-off and pick-up parking at front of terminal to ensure compliance with Kununurra TSP, Aviation Transport Security Act 2004 and Aviation Transport Security Regulations 2005.
- Provide assistance and advice to public.

Airport Security

- Carry out patrols of the terminal, associated buildings and grounds to ensure compliance with Kununurra TSP, Aviation Transport Security Act 2004 and Aviation Transport Security Regulations 2005.

Other Duties

- Other duties as required from time to time.

3. ORGANISATIONAL RELATIONSHIP

Reports to:	Team Leader Airport Services
Title:	Airport Services Officer
Classification:	Level 3/4
Department:	Infrastructure
Internal Liaison:	Manager East Kimberley Regional Airport East Kimberley Regional Airport Operations & Compliance Manager East Kimberley Regional Airport Operations Coordinator Chief Executive Officer Directors Other Managers Executive Support Officers Other Officers
External Liaison:	State and Federal Government Departments Private Sector Organisations Professional Associations Community General Public

4. ORGANISATIONAL CONTEXT

- There is an obligation to take reasonable care to ensure your own safety and health at work and that of other persons in the work place.
- To observe all safe working practices as directed by the Supervisor/Manager and use of personal protective equipment as provided.
- All works are to be completed ensuring any foreseeable hazards have been rectified or addressed in an approved or appropriate manner.
- It is your duty to report ALL accidents, incidents, and hazardous situations arising in the course of one's work.

5. KNOWLEDGE AND SKILLS

Skills

- Able to display good public relations and interpersonal skills.
- Able to work well within a team environment.
- Ability to deal with conflict.
- Can sustain concentration level for periods.

Knowledge

- Be familiar with the Aviation Screening Notices 2013

Experience

- Year 10 or equivalent
- Certificate II in Security Operation or equivalent
- Apply first Aid

Qualifications and/or Training

- There is an obligation to take reasonable care to ensure your own safety and health at work and that of other persons in the workplace.
- To observe all safe working practices as directed by the Supervisor/Manager and use of personal protective equipment as provided.
- All works are to be completed ensuring any foreseeable hazards have been rectified or addressed in an approved or appropriate manner.
- It is your duty to report ALL accidents, incidents and hazardous situation arising in the course of one's work.
- Pass a drug and alcohol screen, and subsequent test regime under the Shire of Wyndham East Kimberley Drug and Alcohol Management Plan.

Clearances

- Hold an Aviation Security Identification Card or be eligible to.

6. SELECTION CRITERIA – QUALIFICATIONS, SKILLS AND EXPERIENCE

Essential

- Ability to display a good public relations and interpersonal skills.
- Able to work well within a team environment.
- Ability to deal with conflict and achieve resolution.
- Can sustain concentration level for long periods.
- Pass a drug and alcohol screen, and subsequent test regime under the Shire of Wyndham East Kimberley Drug and Alcohol Management Plan.
- Hold an Aviation Security Identification Card or be eligible to.

Desirable

- Certificate II in Security Operations or equivalent
- Apply First Aid
- Demonstrated experience as a Security Officer.
- Be familiar with Methods, Techniques and Equipment to be used for Screening Regulation 4.17

7. OTHER REQUIREMENTS

The successful applicant will be required to submit the following documentation. The Shire of Wyndham East Kimberley will reimburse costs.

- National Police Clearance;
- Copies of Certified Qualifications;
- Driver' s License; and
- Medical Certificate.

The successful applicant will be required to sign the staff code of conduct and pass a Drug and Alcohol Test.

I agree that this position description accurately reflects the duties and responsibilities of the position indicative at the time of signing.

I also understand that this position description may be further reviewed at a future date and consultation with each undersigned party.

Signature of Incumbent

Date

Signature of Manager/Supervisor

Date

Signature of Director/CEO

Date