

POSITION TITLE:	AIRPORT FACILITY CO-ORDINATOR
SECTION	AIRPORT
DIRECTORATE:	SUSTAINABLE DEVELOPMENT

1. REMUNERATION

Grade 13 of the Griffith City Council Salary System

2. REPORTING STRUCTURE

a) Directly responsible to:

Director, Sustainable Development

b) Positions directly reporting to this position:

Aerodrome Reporting Officer (s)

Airport Facility Officer (s) (Casual)

3. PURPOSE

This position is responsible for the delivery of a quality airport with safe and efficient operations, infrastructure and services compliant with current aviation regulation, in a clean and welcoming aviation precinct.

4. RELATIONSHIPS

The following are examples of relationships that it is anticipated the position will have:

Internal

- Corporate Property Officer & Native Title Coordinator
- Works Manager – Maintenance
- Water & Waste Water Manager
- Finance Manager
- Tourism Manager
- Governance Manager
- Compliance Officers

External

- Civil Aviation Safety Authority (CASA)
- Air Services Australia
- Aerodrome Operations Consultant - Airport Plus Pty Ltd
- Australian NOTAM Office (NOF)
- Australian Transport Safety Bureau (ATSB)
- Airlines – Regional Express (REX) Airlines, Sharpe Airlines (East West)
- Ground Handling Company – Aus Flight Handling



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- Aero Club
- General Aviation Tenants
- Aerodrome Lighting Specialists
- NSW Police
- NSW Fire District Fire Control Officer
- NSW Ambulance Service
- Rural Fire Service
- State Emergency Service (SES)

5. CORPORATE ACCOUNTABILITIES AND RESPONSIBILITIES

Policies and Procedures	• Comply with Local Government (State) Award • Comply with Council's Code of Conduct, Policies and Procedures at all times • Maintain organisational confidentiality • Comply with the requirements of Anti-Discrimination legislation, including Equal Employment Opportunity and all legislative requirements relevant to the position • Comply with and ensure compliance with Council's Code of Conduct, Policies and Procedures within all areas of responsibility • Ensure the implementation and compliance of appropriate and current Policies and Procedures within all areas of responsibility • Actively participate and contribute to the development of plans, policies and procedures
Customer and Community Relations	• Ensure an efficient, courteous and professional service to internal and external customers at all times • Present a positive image of Council at all times • Promote a culture of understanding exceeding customer expectations • Ensure effective community consultation and communication strategies are implemented for service delivery and projects where appropriate
Work, Health and Safety	• Ensure all work is performed in accordance with requirements of Work, Health and Safety policies, procedures and legislation • Report all incidents, hazards and risks to the immediate supervisor • Maintain and use personal protective and safety equipment as applicable to the role • Actively participate in Work, Health and Safety activities • Monitor work practices to ensure proper employee health and safety and respond to identified risks in a timely manner and in compliance with Council's Work, Health and Safety framework



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	• Acquire and maintain knowledge of Work Health and Safety matters • Ensure all staff are properly trained in all relevant aspects of health and safety applicable to their role • Ensure that contractors meet all requirements for Work Health and Safety and monitor for ongoing compliance
Teamwork	• Actively participate as a member of the relevant Council section and department • Promote and maintain harmonious relationships in the workplace • Ensure workgroups within all areas of responsibility work cohesively towards the achievement of Council objectives • Ensure all conflicts are managed in accordance with policies and procedures and in a timely manner • Promote a culture that encourages and values the contribution of staff to the achievement of Council activities
Yes We Can	• Demonstrate a positive, solution-focused mindset by approaching challenges with confidence, identifying practical solutions, and working collaboratively to achieve outcomes • Act in accordance with Council's values through respectful interactions, effective communication, team work and a proactive approach to achieving positive outcomes
Record Keeping	• Ensure accurate and timely record keeping in accordance with Council's requirements • Promote responsible and accountable practices for keeping full and accurate records and information in relation to corporate activities and decisions
Training and Development	• Actively participate in Council's training and development programs as required • Identify and ensure the delivery of relevant training for staff in areas of responsibility
Continuous Improvement and Innovation	• Promote the development of more efficient work practices • Ensure the ongoing evaluation and review of work practices and processes within all areas of responsibility to ensure they are effective and efficient and implement improvements where appropriate • Promote a culture of change and innovation by encouraging new ideas • Identify and propose additional business opportunities that enhance Council's existing capabilities
Environment	• Consider the protection of the environment when undertaking all Council activities • Consider the protection of the environment in decision making and in the undertaking of all Council activities



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General	• Perform other duties as required consistent with the level of competencies of the position • Ensure efficient and appropriate use of Council resources when carrying out work • Accomplish tasks while working under limited / minimum supervision • Work with allocated resources and budget to meet or exceed expectations of Council • Administer and ensure efficient and appropriate use of Council resources
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6. PRINCIPAL ACCOUNTABILITIES

The characteristics of key result areas for Griffith City Airport are:

- The Airport is compliant at all times with aviation laws regulated by CASA.
- Airport Master Plan and Business Plan that identifies future expansion and business opportunities based round triggers that identify economic sense to commence planning and implementation;
- Safe airside and landside operations, infrastructure and services compliant with legislation;
- Strong networks and relationships with compliance authorities, government organisations, aerodrome safety and technical inspections provider and other key stakeholders;
- Professional ongoing working relationships with service providers at the airport, in particular, commercial aircraft carriers, ground handlers, hire car companies, fuel companies, Aero Club, general aviation tenants and other businesses;
- Accurate and timely monthly and annual reporting on airport activities and passenger numbers.

7. KEY DUTIES

- Oversee a 'safety first' operating culture for all airport users and promote a safety and security amongst airport stakeholders by keeping them abreast of any changes in legislation, standards, and other issues that will impact on the operation and management of the airport;
- Stay abreast of aviation laws, standards and regulations;
- Maintain and implement an effective and efficient aerodrome reporting system as required for aviation laws and security and any other requirements to ensure aerodrome operations are fully compliant at all times;
- Ensure published aerodrome information is appropriately reviewed and updated in accordance with regulatory requirements;
- Coordinate internal compliance audits and safety exercises as required;
- Manage staff, visitor and contractor inductions as required ensuring regulatory compliance;
- Investigate and report on airside incidents, accidents and hazards. Implement corrective action as required;



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- Ensure all airport registers and logs are maintained;
- Liaise with Council's security contractor to ensure all regulatory and statutory requirements are maintained and reporting requirements are complete;
- Ensure preparedness for aviation audits and inspections and promptly implement audit and inspection findings;
- Manage all staff engaged in airport operations be it by contract or as employees;
- As required act as Airport Reporting Officer;
- Ongoing implementation of the Airport Master Plan, Business Plan and airport strategies;
- Maintain\implement a high standard of presentation at the airport;
- Manage airport capital and operational projects;
- Oversee the management of the car park;
- Operationally manage airport leases and licences and liaise with Council's Property Officer to renew, change, transfer leases and licences;
- Manage the contractual arrangements (such as car hire companies) in place at the airport;
- Identify business opportunities for the Airport that can be used to enhance and further develop and expand the Griffith City Airport;
- Assist with the development and maintenance of the asset management plans for all infrastructure that is owned by Griffith City Airport within the Airport Precinct be that it is leased to others or operated by the Airport;
- Assist with the preparation of yearly operational and capital budgets and the 10 year capital spending plan, and manage yearly budgets;
- Provide relevant information to the Director Sustainable Development to enable effective liaison with airline companies regarding their use of the airport and its facilities.

8. COMPULSORY REQUIREMENTS OF THE POSITION

- The successful candidate will be required to undertake a pre-employment functional assessment and achieve a satisfactory outcome (including a drug and alcohol test).
- It is an inherent requirement of this position that the successful candidate be immunised as one form of control in order to minimize workplace illness/disease. The following vaccinations are required Hepatitis A, Hepatitis B and Tetanus and will be arranged upon commencement.

9. KEY SELECTION CRITERIA

ESSENTIAL

- Experience in airport operations and a detailed knowledge of legislation pertaining to the operation of RPT airports.
- Demonstrated working knowledge of aviation safety and security legislation, part 139 Manual of Standards (MOS) - Aerodromes, Transport Security programs relevant to the operating level of Griffith City Airport.
- Demonstrated experience relevant to the role with emphasis in airport operations, commercial businesses, financial management, and regulatory compliance.



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- Demonstrated interpersonal and communication skills and experience in supervising staff and in working confidently with members of the business and local community
- Ability to interact at all levels in a large organisation as well as with external clients.
- Demonstrated experience in Microsoft office suite of products including ability to use spreadsheets.
- Demonstrated proven ability to work in a pressured environment whilst exercising initiative, judgement and enthusiasm and prioritise work to achieve desired outcomes.
- Demonstrated sound financial, analytical and problem-solving skills.
- Hold a current Australian Driver Licence

DESIRABLE

- Demonstrated experience in working in a relevant commercial and/or financial field
- Demonstrated experience/ability to effectively coordinate a team in the delivery of airport operations.
- Demonstrated knowledge of, or the ability to quickly gain knowledge of operations and activities of a local government or working within a company environment
- Demonstrated experience in a relevant commercial and/or financial field.
- Demonstrated sound knowledge of the legislation, principles and procedures related to aviation security, risk and safety management, emergency response, incident management and environmental management and OH&S management.
- Demonstrated experience in a security related field
- CASA – Aerodrome Reporting Officer
- Security Licence
- Airport Security Identification Card (ASIC)
- Works Safety Officer Certificate
- Radio Operator's Certificate of Proficiency

DESIRABLE LICENSES AND CERTIFICATIONS

If you do not hold these licenses or certifications then Council may assist you in gaining them during your employment term.

NOTE: It is the responsibility of the job holder to ensure they are eligible to hold a particular License or Certificate.

License / skill Type	Hold Yes/No	Current Yes/No	Eligibility to hold Yes/No	Details (License or Certificate no)
Hold a White card / General Construction Induction training card				
Chemical Application statement of attainment				
First Aid Certificate				



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10. CRITICAL PHYSICAL FACTORS

Described below are the critical physical factors (CPF) associated with this role. The CPF are an indication of the types of duties expected of an employee fulfilling this role. Employees and candidates should be aware that they may be required to perform tasks up to and including these CPF as an inherent requirement of their employment.

KEY

- O Occasional: exposure to the physical factor less than twice a week on average
 F Frequent: exposure to the physical factor 3 - 4 times a week on average
 C Constant: exposure to the physical factor more than 5 times a week on average
 R Repetitive: exposure to the physical factor multiple times in an hour
 N/A Not Applicable
 ≡ Winter
 * Summer

Demands	Description	Frequency				
		O	F	C	R	NA
Physical Demands of Job Tasks						
Kneeling/Squatting	Tasks involve flexion/bending at the knees and ankle, possibly at the waist in order to work at low levels	X				
Leg/Foot Movement	Tasks involve use of the leg and or foot to operate machinery	X				
Hand/Arm Movement	Tasks involve use of hands/arms - e.g. stacking, reaching, typing, mopping, sweeping, sorting, and inspecting.	X				
Bending/Twisting	Tasks involve forward or backward bending or twisting at the waist.	X				
Standing	Tasks involve standing in an upright position without moving about	X				
Driving	Tasks involve operating any motor-powered vehicle		X			
	Tasks involve driving vehicle on unsealed roads.	X				
Sitting	Tasks involve remaining in a seated position during task performance				X	
Reaching	Tasks involve reaching overhead with arms raised above shoulder height or forward reaching with arms extended.	X				
Walking/Running	Tasks involve walking or running on even surfaces	X				
	Tasks involve walking on uneven surfaces	X				
	Tasks involve walking up and / or down slopes	X				
	Tasks involve walking whilst pushing/pulling objects	X				



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Demands	Description	Frequency				
		O	F	C	R	NA
Climbing	Tasks involve climbing up or down stairs, ladders, scaffolding, platforms, trees, onto plant	X				
	Tasks involve climbing over or under machinery	X				
Working at heights	Tasks involve making use of ladders, foot stools, scaffolding, etc. anything where the person stands on an object other than the ground.	X				
Lifting/Carrying	Tasks involve raising/lowering or moving objects from one level/position to another, usually holding an object within the hands/arms	X				
	Tasks involve raising/lowering or moving objects from one level/position to another, usually holding an object within the hands/arms for an extended period - e.g. whipper snipper.	X				
	1. Light lifting/carrying (0-9 Kg)	X				
	2. Moderate lifting/carrying (10-15 Kg)	X				
	3. Heavy lifting/carrying (16 Kg and above)	X				
Restraining	Tasks involve restraining animals / objects	X				
Pushing/Pulling	Tasks involve pushing/pulling hand powered objects away from or towards the body. Also includes striking or jerking. - e.g. hammer, hoe.	X				
	Tasks involve pushing/pulling powered objects away from or towards the body. Also includes striking or jerking. - e.g. chainsaw, whipper snipper, jackhammer, drills, grinders.	X				
Grasping	Tasks involve gripping, holding, clasping with fingers or hands.	X				
Manual Dexterity	Tasks involve fine finger movements - i.e. keyboard operation, writing, tightening a nut.				X	
Sensory Demands of Job Tasks						
Sight	Tasks involve use of eyes (sight) as an integral part of task performance - i.e. looking at screen/keyboard in computer operation, working in dark environment, etc.				X	
Hearing	Tasks involve working in a noisy area - e.g. boiler room, kitchen, workshop and/or operation of noisy machinery/equipment	X				
Smell	Tasks involve the use of the smell senses as an integral part of the task performance - e.g. working with chemicals	X				
Exposure to Chemical Hazards						
Dust	Tasks involve working with dust - e.g. sawdust	X				



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Demands	Description	Frequency				
		O	F	C	R	NA
Gases	Tasks involve working with gases	X				
Fumes	Tasks involve working with fumes - i.e., which may cause problems to health if inhaled.	X				
Liquids	Tasks involve working with liquids which may cause skin irritations if contact is made with skin - e.g. dermatitis	X				
Working Environment						
Temperature	Tasks involve working in temperature extremes and exposure to outdoor elements - e.g. working in a cool room, working outdoors, boiler room	X				
Confined Spaces	Tasks involve working in confined spaces which may affect individuals with claustrophobia					X

11. AUTHORITY TO ACT

Delegations set out in the Council's delegation register or made by the General Manager.

12. AMENDMENT TO THIS POSITION DESCRIPTION

This position description may be amended from time-to-time and any changes will be communicated in writing.

Position Description Updated: October 2026

Job Evaluation Assessment Date: July 2020

ACKNOWLEDGEMENT

This Position Description is a broad description of the accountabilities, duties and required capabilities relating to this Position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operation requirements.

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by Council from time to time as necessary.

Employee Name:	
Signature:	
Date:	

