

Job Description

Job Title:	Snr Airside Operations Assistant
Hours:	40
Reporting to:	Fire Service Manager

Job Purpose:

To work as a senior member of the Airside Operations team in providing essential operational services to Aircraft, passengers and customers at the airport.

Main Duties and Responsibilities:

Departmental Responsibilities

Working closely with the Fire Crew, Maintenance and Landside Operations team, you will work as part of the Airside Operations team in providing general airside services, to include:

- Aircraft Refuelling, including fuel Bowser driving,
- Fuel quality control and administration,
- Airfield inspections, including FOD removal, and snow clearance,
- Bird Control,
- Airfield Security patrols,
- Baggage and Freight handling,
- Assist with Hangar management and the moving of Aircraft,
- Aircraft and passenger security,
- Provide customer information, assistance, and advice to all Airport visitors,
- Vehicle and passenger escorting.

Senior Responsibilities

Take senior team member ownership of:

- Aviation fuels
 - Management of all Aviation fuels from acceptance to delivery,
 - Fuel and Oil checks and stick control, include management of waste,
 - Issue and programme 'new' fuel fobs,
 - Maintenance of all petroleum fuel licences, metre calibrations.
- Co-ordinate all Runway and Taxiway inspections
 - Airfield inspections,
 - FOD inspections and removal,
 - Notification of repairs.
- Assist the Fire Service Manager in organisation and update of the Emergency Plan and procedures.
- Awareness and assistance with Airside Health & Safety legislation and risk assessments.
- Provide input into departmental, Airside Operations element of the RFFS/Airside budget and rolling forecast for Opex/Capex.

Management Responsibilities

- Manage the day-to-day workload proprieties with the Airside Operations team

Work in conjunction with the Fire Service Manager to,

- Communicate and coordinate regularly with all departmental managers to maximise inter departmental operations, activities and understanding.
- Attend meetings, training sessions or workshops as required.

Knowledge & Skills:

- Self-motivated team player
- Excellent time management skills
- Internal customer focus with excellent stakeholder relationship building skills.

This role will be required to work in a Health & Safety risk environment, full training and regulatory licences will be provide:

- Forklift licence
- Ladder Safety Awareness
- Health & Safety Awareness
- Working at Heights
- First Aid
- Manual Handling
- LGV Licence
- Air Traffic Control Radio training
- Airside Driving Licence
- Ability to conduct 'level 1' security and X-Ray
- Aviation Operations Marshalling Aircraft and Helicopter training
- Bird Control training