

Job Title:	Facilities and Equipment Maintenance Fitter
Job No:	AA 59
Dept/Business Unit:	Flight Safety Training
Accountable to:	Operations Manager Flight Safety Training
Reporting to:	Operations Manager Flight Safety Training
Our Vision:	Be the leading provider of aviation and aerospace training, helping to shape the future of the industry.
Our Values:	Work Together, Be Accountable, Act Innovatively, Deliver on Customer Needs

PURPOSE

The Facilities and Equipment Maintenance Fitter (FEMF) is responsible for participating in the day-to-day maintenance and improvement of Aviation Australia facilities and training equipment capabilities. The FEMF will be required on occasion to undertake duties outside of normal operating hours to ensure support for clients accessing the Flight Safety Training Centre (FST) facilities.

DUTIES

Key accountabilities of this role include:

- Coordinate facilities and equipment maintenance as directed by the accountable / reporting manager with due regard to Aviation Australia's commitment to Work Health and Safety.
- Carry out facility and equipment preparation and support of customer needs as appropriate to meet the requirements of clients' daily schedules.
- Conduct electrical and mechanical system fault finding, repair, maintenance, and design of componentry, including Electrical Testing and Tagging of all FST equipment.
- Manage the security of FST and conduct opening and closing procedures as required.
- Monitor swimming pool water quality and maintain Aviation Australia's swimming pool plant to meet required standards and guidelines.
- Assist with client inductions, ensuring that all associate paperwork is current and up to date.
- Undertake other duties, accept delegated tasks and the subsequent authorities and accountabilities associated with such tasks, as directed by the accountable / reporting manager.
- Comply with the requirements of Aviation Australia's:
 - Code of Conduct.
 - Work Health and Safety legislation.
 - Policies and procedures.

AUTHORITIES

The Facilities and Equipment Maintenance Fitter has the authority to:

- Advise facilities maintenance contractors on safe work practices within the FST practical facility.

SELECTION CRITERIA

Qualifications

Essential

- Maintenance Fitter or Restricted Electrical equivalent trade qualification.

Experience

Desirable

- Aviation Industry Experience.
- Aircraft Simulator Experience.
- Electronics and/or PLC experience.
- Maintenance Fitting and Turning experience.
- Structural welding experience in MIG/TIG Ferrous and Non-Ferrous metals.

Knowledge and Skills

Essential

- Demonstrated experience and/or knowledge of how to effectively contribute to a workplace that is safe from discrimination, bullying, harassment and sexual harassment.
- Excellent Electrical and/or Mechanical diagnostic skills.
- Ability to use and interpret engineering drawings.
- Good Computer skills
- Well-developed problem-solving skills.
- Strong organisational skills with the capacity to prioritise work, deal with competing demands, manage time effectively and ensure completion of tasks within deadlines.
- Willingness to undertake training as required.
- Superior interpersonal and customer service skills with the ability to display a courteous and professional manner at all times.
- Excellent written and oral communication skills.
- Ability to interpret and apply legislation, regulations, policies and procedures.
- Demonstrated ability to resolve issues through negotiation and consultation with other team members.
- Demonstrated ability to deal with sensitive issues and maintain confidentiality.

Special Requirements

The Facilities and Equipment Maintenance Fitter role involves:

- Physical labour, typically working indoors and outdoors.
- Manual handling and lifting work.

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- Working in, on or around training aids including aircraft cabin simulators, emergency evacuation doors and ditching pool.
- Working at heights or in confined spaces on occasions.
- Expectation to occasionally work outside of normal operating hours, inclusive of weekends to ensure support for customers or contractors accessing FST.

Personal Qualities

Essential

- Enthusiastic and motivated approach to work.
- Assertiveness and an ability to remain professional and measured in approach, regardless of the situation.
- Actively contribute to ensuring the workplace is a safe environment for everyone by challenging actions or behaviours that could be improved upon or that are inappropriate.
- Ability to work both independently and within a flexible team environment.
- Ability to foster a customer focused working environment and build and maintain rapport with staff and clients.
- Ability to interact with internal and external customers from diverse cultural backgrounds, displaying awareness of cross-cultural communication issues.
- Willingness and ability to demonstrate initiative and accept responsibility.

JOB DESCRIPTION AGREED

Employee Name: _____ Date: _____

Signature: _____