



JOB DESCRIPTION

Position:	ENGINEER (LAME)
Work Location:	Westpac Life Saver Helicopter Base, Cape Banks
Position Type:	Permanent Full-time
Reports to:	Chief Engineer
Direct Reports:	Nil
Incumbent:	Vacant

PURPOSE STATEMENT

The Engineer is responsible for acting as the deputy maintenance controller function conduit to the CAR30 organisation. With the oversight of the Chief Engineer, the role is responsible for maintenance and servicing of the helicopters so that the aircraft are fully mechanical and operational consistent with CASA airworthiness expectations and the Service's role in the community.

SELECTION CRITERIA

Essential	Desirable
<ul style="list-style-type: none"> • Effective leadership skills, particularly an ability in determining priorities, making sound judgements, problem solving, coordinating activities without supervision. • Must attain CASA qualified as Licenced Aircraft Maintenance Engineer and hold appropriate airframe and engine groups as a minimum to cover the aircraft types operated by the company. • A minimum of six (6) years helicopter engineering and relevant experience since gaining their licence. • CASA qualified to hold Deputy Maintenance Controller as required under CASA regulations (as amended from time to time). • Demonstrated experience in dealing with levels of government and regulatory services relevant to the role. • Substantial experience to write and maintain aircraft maintenance data to the satisfaction of CASA regulations. • High level computer skills including 	<ul style="list-style-type: none"> • Experience and qualifications in project management. • Knowledge and understanding of relevant support agencies and organisations. • Strong people management skills.

<p>Microsoft Office programs, report writing and database management.</p> <ul style="list-style-type: none"> • A demonstrated commitment to ethical practices, OH&S, EEO and anti-discrimination. • A Motor Car Drivers Licence. • Ability to work a flexible roster system. 	
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This position is subject to “Working with Children” checks and the employee will be required to sign relevant declarations. Appropriate background checks will be undertaken and “prohibited persons” are unable to be employed in this position.

ORGANISATIONAL RESPONSIBILITIES (ALL STAFF)	
Accountabilities	Key Performance Indicators
Organisational Culture	<ul style="list-style-type: none"> • Promotes and encourages personal growth and effective communication. • Understands and supports policies and procedures of the organisation as defined in the Service’s Employee Handbook. • Continually contributes to and supports staff, contractors and volunteers.
Leadership & Teamwork	<ul style="list-style-type: none"> • Supports the decisions of WLS Board of Directors and Management • Displays willingness to assist others, shares knowledge openly, cooperates and supports the department. • Receptive and open to feedback • Maintains a positive and constructive attitude that promotes confidence in those around them. • Contributes to staff meetings and promotes the exchange of information throughout the organisation. • Regularly meets with Manager to discuss performance, plans and current issues
Continuous Improvement	<ul style="list-style-type: none"> • Exercises initiative in making improvements to work processes and outcomes. • Always searches for better ways and strives for best practice. • Actively seeks new ideas and improvement. • Embraces and adapts to change.

Health & Safety	<ul style="list-style-type: none"> • Demonstrates action taken in identifying hazards, assessing risk, and reporting incidents • Demonstrates duty of care • Reasonably complies with OH&S guidelines • Is fully aware of Service safety plans and expectations, and actively participates and contributes • Participates in the ongoing improvement of the Service's OH&S plan and visibly and constantly supports its implementation.
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ROLE SPECIFIC RESPONSIBILITIES	
Accountabilities	Key Performance Indicators
<ul style="list-style-type: none"> • As required, carry out the Civil Aviation Safety Authority (CASA) approved position of Deputy Maintenance Controller (or as delegated); • Support the Chief Engineer in the management of the Service's Engineering Division including asset management, parts procurement, stores control, staffing and financial control. • Ensure that all maintenance and day to day service requirements are carried out in accordance with manufacturer's data, CASA and Service requirements and schedules. • Maintain a high level of understanding and compliance with the Services' Civil Aviation Regulations Maintenance Control Manual, Systems Manual and Procedures Manual. • Maintain and update all aircraft and CASA publications, as delegated • Assist in the maintenance of the computerised database for each aircraft and its engines to include components, inspections, Airworthiness directives, Service Bulletins, role & safety equipment etc. • Assist the chief Engineer in the training of Pilot and Crew maintenance training in regards to fitting and removal of aircraft role equipment and daily inspections. • Maintain, including calibration, of all aircraft special tooling and safety equipment. • Assist in the preparation of budgets relevant to the Engineering Division. 	<ul style="list-style-type: none"> • Service aircraft are maintained in accordance with all internal and external requirements. • There are no breaches of the CASA regulations or the manufacturer's or Service's Manuals or policies. • The position provides active leadership and management of the Division at all times. • Specific tasks are achieved in accordance with directions and timelines.

- Submit written reports as may be required from time to time by the Chief Engineer or CEO.
- Ensure that the Chief Engineer (and when relevant, the Chief Executive Officer and Chief Pilot) are appraised of all maintenance control operational matters, verbally on a regular basis, and advise immediately of any occurrence of an unusual nature.
- Keeping Service pilots aware of any aircraft defects, service bulletins or airworthiness directives that may come to his/her attention.
- Keep up to date with all current aircraft airworthiness directives, service bulletins, service letters, CAO's and CAR's.
- On call duties as per Contract of Employment.
- Ensure currency of his/her aircraft maintenance engineer's license.
- Ensure compliance with occupation health and safety and duty of care regulations for the Company.
- General workshop duties.

APPROVAL

This Job Description has been reviewed and is considered to accurately reflect the requirements of the role and the organisation.

Chief Executive Officer: Date: 27th March 2014
 (Stephen Leahy)

I have read and understood this document and agree to perform the duties and responsibilities as outlined in this Job Description.

Incumbent: Date:

Name: