**Squires Gate Airport Operations Limited**

# **Job Description –Air Traffic Engineer**

## Accountable to: Senior Air Traffic Controller

**Scope of Job:** To provide ATC with a safe and continuous service by providing efficient and effective maintenance of the equipment stated below in accordance with regulations specified by standards, the Civil Aviation Authority and The Airport Company procedures. Installation and maintenance of Airport Electrical services to the required standards of the Airport.

**Responsibilities / Tasks:**

**Operational**

* Operation of a competency and currency scheme and the creation and approval of a department Operations Manual and Operational Procedures.
* Operation of the prescribed maintenance programme, planning and preparing budgets.
* Ensure that the ATE department complies with local and current Health & Safety at Work Regulations.
* Ensure test equipment is calibrated as required, and annual checks on equipment age viability
* Complete as appropriate control of contractors documentation.
* Assist the SATCO during ANSP audits and to provide support to SRG during the annual Engineering Audits.
* To ensure that the scheduled servicing and preventative and corrective maintenance of all systems are carried out to the standards set out in the relevant regulatory requirements.
* The accurate maintenance of all log books records, maintenance documentation and document control in accordance with SRG guidelines and the Company Integrated Management System (CIMS).
* In the execution of his duties the ATE will consult the Senior Air Traffic Control Officer on any operational matters concerning the management of the Air Traffic Engineering department.
* Forward operational planning and major equipment purchases.
* Countersignature on purchase orders
* Matters concerning ATC staff and equipment provision
* Preparation of forward planning to include ATC requirements
* Operational matters concerning ATC
* CAA Inspector of Engineering (ATS-SRG)
* The ATE should inform SARG of any notifiable changes using the change management process.
* Maintenance and installation of all electrical facilities.
* Diagnose faults, carry out repairs to equipment, installations and systems.
* Report defects, keep records and logs of equipment maintenance.
* Maintenance and Installation of Airfield Ground Lighting and to undertake Malms testing at other airfields as required for the commercial business.
* Airfield maintenance, installation of signs, line painting an general airfield maintenance duties
* Any other duty required by the operational needs of the business.

**Safety**

* To ensure knowledge and understanding of all appropriate safety responsibilities as detailed in the Airport/Aerodrome Manual.
* To carry out duties in a manner which minimises the incidents and accidents within your Department, particularly promoting a safe working environment.
* To advise your Manager of any safety occurrence or system failure and to identify and report any situation of potential risk or concern affecting safety of which they are aware.
* To report any safety occurrence or system failure and to identify and report any situation of potential risk or concern affecting safety of which they are aware.

**Security**

* To ensure knowledge and understanding of all appropriate security responsibilities as detailed in job description and other relevant policy documents.
* To ensure that standards set at security training courses are adhered to.

**Financial**

* To be aware of the costs associated with the scope of the role and to strive to provide value at all times.

***The above list is not exhaustive, due to business needs individuals may be required to carry out additional duties.***

***To ensure maximum efficiencies within the operation, flexibility is essential. Individuals will be required to assist in other areas.***

**Review By:** TBC

**Review Frequency:** Annually

**General Training:** Induction Course

Workplace Induction

 Airside Driving

 RT Training

 First Aid

***It is your responsibility to ensure your own health, safety and welfare and that of others who may be affected by what you do or do not do.***

***I have read and acknowledged the content of the above job description.***

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| Agreed (Signature of staff member) |  |
| Print Name |  |
| Authorised by (Line Manager) |  |
| Date |  |