



## Blackpool Airport Operations Limited

### Job Description: Maintenance Co-Ordinator

#### Accountable to:

AEMM / OSCM

#### Scope of Job

To oversee the planning, scheduling, and execution of airfield maintenance activities to ensure that the airports infrastructure, equipment, and facilities meet the required standards and operational needs of the airport.

#### Core Competencies and Qualifications

##### Qualifications

- Any previous qualification in Electrical, Mechanical, Joinery or Plumbing considered.(D)

##### Knowledge and Skills

- Basic Knowledge of Electrical, Mechanical and Plumbing Systems.(E)
- Ability to undertake General maintenance activities.(E)
- Computer Literacy.(E)
- Communicating with vendors, contractors and other departments to coordinate tasks.(E)
- Knowledge of airport infrastructure in line with CAP 168 Licensing of Aerodromes.(D)
- Knowledge of Managing maintenance budgets and finding cost-saving opportunities without compromising safety.(D)
- Coordinating maintenance schedules to minimise operational disruption.(D)
- Good interpersonal skills (E)
- Ability to work well as part of a team (E)
- Ability to work on own initiative (E)
- Ability to demonstrate a positive approach to company goals (E)

##### Experience

- Experience in an Airfield/Airport environment.(D)
- Experience with asset management/maintenance programmes and planning (D)
- At least 2-5 years of experience in a maintenance or technical role (E)

#### Responsibilities / Tasks:

##### Operational

- Source and appoint specialist contractors where required.
- Oversee and manage external contractors in accordance with the airport Control Of Contractors Procedures.
- Ensure testing, Maintenance, repair and installation of all electrical facilities is undertaken by approved contractors.
- Identify faults, carry out general maintenance activities
- Report defects, keep records and logs of equipment maintenance.
- Comply with all Health and Safety Regulations, inform the relevant department and personnel of unsafe equipment, practices or deficiencies.
- Airfield maintenance, installation of signs, line painting, pavement repairs and general airfield maintenance duties.

##### Safety

- Operate within prescribed Safe Systems of Work.
- Knowledge and understanding of all appropriate safety responsibilities as detailed in the SMS and 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.

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

**Review By:** ATEMM / OSCM

**Review Frequency:** Annually

**General Training:** Airside Safety  
Manual Handling  
Fire Awareness  
SMS  
Security Awareness  
You may also be required to undertake a security background check

*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.*

Agreed (Signature of staff member)	.....
Print Name	.....
Authorised by ATEMM / OSCM	.....
Date	Click or tap to enter a date. .....