
JOB TITLE	Ground Handling & Hangar Hand
DATE	January 2019
REPORTS TO	Handling Manager & Chief Engineer

POSITION DESCRIPTION

Position purpose	<p>Primary Purpose: Provide aircraft ground handling services under direction of Handling Manager.</p> <p>Secondary Purpose: Provide hangar services, hangar maintenance and aircraft maintenance as directed by Supervising Engineer and/or Chief Engineer.</p> <p>Core objectives include:</p>
Main tasks	<ul style="list-style-type: none">• Provide aircraft ground handling as required by roster (or when instructed) in a safe, efficient manner in accordance with Air Chathams Ground Handling manual• General upkeep of Auckland hangar and equipment as required• Perform maintenance tasks as directed• Notify the Supervising Engineer if any task assigned to them is outside their capabilities• Obtaining a clear and complete understanding regarding the accomplishment of the tasks assigned to them• Obtaining the correct tools, equipment, materials, parts and publications pertinent to the task being undertaken and ensuring they are serviceable, calibrated and current, as applicable• Completing assigned tasks thoroughly and conscientiously in accordance with policy and procedures of Air Chathams• Reporting technical defects, process deficiencies and defective tools and equipment to the supervising engineer• Demonstrating a positive commitment to the company's Safety Management and Quality Assurance system <p>The above list is not exhaustive and the role may change to meet the overall objectives of the company.</p>
Other Duties	<ul style="list-style-type: none">• Fulfil other duties as required by management and other department personnel as requested/required
Required qualities	<ul style="list-style-type: none">• Professional approach.• Ability to work under pressure.• Organisational and time management skills.• Excellent attention to detail.• Good safety culture• Work well in a team environment• Positive & Friendly approach• Flexibility with work hours and call-outs

PERSON SPECIFICATION

Qualifications

- No mandatory tertiary qualifications

Experience

- Experience in airline industry ideal but not essential. Experience in any manual labour industry will assist in the application for this position

Skills & competencies

- **Communication:** the ability to communicate clearly and concisely, varying communication style depending upon the audience.
- **Attention to detail:** excellent attention to detail and written skills when communicating with others, both internally and externally.
- **Commerciality:** ability to apply knowledge in a practical, commercial manner.
- **Teamwork:** willingness to assist and support others as required and get on with team members.
- **Time management/organisation:** accomplish objectives effectively within time frame given, and carry out administrative duties within portfolio in an efficient and timely manner.
- **Physical fitness:** Reasonable fitness level required to carry out tasks including aircraft ground handling. Ability to lift packages of 30 kilograms unassisted.

This job description serves to illustrate the scope and responsibilities of the post and is not intended to be an exhaustive list of duties. You will be expected to perform other job related tasks requested by management and as necessitated by the development of this role and the development of the business.

ACKNOWLEDGEMENT

I certify that I have read, understood and accept the duties, responsibilities and obligations of my position.

SIGNED BY YOU

.....
Employee

.....
Date

SIGNED BY MANAGEMENT

.....
Manager

.....
Date