

1. JOB PURPOSE STATEMENT

To efficiently carry out all designated Airfield Operations Assistant duties at Liverpool John Lennon Airport. To pro-actively ensure the Operations Department functions in a safe and efficient manner.

2. PRINCIPAL ACCOUNTABILITIES

- 2.1. Responsible for the efficient operation of all designated airport vehicles and equipment.
- 2.2. Utilise airport coaches to provide terminal/aircraft passenger/crew transfers.
- 2.3. The daily fuelling of all designated vehicles and equipment.
- 2.4. The general tidiness and cleanliness of the Airport hangers, aprons and surrounding areas within the airport boundary.
- 2.5. Efficiently carry out airport grass cutting and ground maintenance.
- 2.6. Undertake the sweeping of designated airport areas (airside and landside).
- 2.7. The removal and clearance of Foreign Object Debris from all airfield areas. Including the monitoring, collection, emptying and replacement of FOD bins.
- 2.8. Undertake the compilation and upkeep of daily records and reports for the following;
 - Bussing Operations
 - Wildlife Operations
 - Waste Control
- 2.9. Effectively carry out snow plan operations and assist with snow clearing and de-icing of all airport areas.
- 2.10. Responsible for wildlife operations including active bird control duties including lethal action where necessary, using prescribed methods in use at Liverpool Airport. Liaise with aircraft pilots or Air Traffic Control after bird strike incidents, investigating incidents and providing investigation reports.
- 2.11. Monitor the habitat and grass maintenance areas and assist with the general habitat maintenance of operational areas.
- 2.12. Carry out Airfield, Runway Surface Condition, Runway and Taxiway and Low Visibility Procedure Safeguarding Inspections as and when required or requested (including follow me operations).

- 2.13. Be part of the Emergency response team and support the ASO and RFFS with passenger management evacuations (PEMS)
- 2.14. Responsible for all waste control duties, equipment and systems, including electronic waste, relating to both the collection of bins and disposal of waste into compactors. Adhere to all safety operational procedures and complying with the Liverpool Airport Safe Systems of Work
- 2.15. Litter picking all areas as defined within the waste control operators working routines.

3. ADDITIONAL RESPONSIBILITIES

Safety

Whilst at work the postholder will be expected to comply and co-operate with the company's Safety Management System (SMS) and is reminded of the employee's responsibilities as detailed in Sections 7 & 8 of the Health and Safety at Work Act 1974. The post holder will:

- Take reasonable care of the health and safety of him/herself and other persons who may be affected by his/her acts or omissions at work,
- Co-operate with the Company management so far as is necessary in order that the Company can carry out its statutory duty under the Health and Safety at Work etc. Act 1974 and all relevant statutory provisions,
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.
- In addition, the postholder will comply with the more specific requirements contained within the Safety Management System and associated documents.

Environmental

Whilst at work the post holder will be expected to take into consideration how their individual and collective actions may affect the Airport Company's overall sustainability objectives and compliance with environmental guidance and legislation.

- Take responsibility for their actions and co-operate with the Airport Company management so far as possible to minimise and prevent the potential pollution of the local environment.
- Not to intentionally or recklessly interfere with or misuse equipment that may lead to a pollution incident, or act in a manner that is not consistent with the airport's overall environmental/sustainability objectives.

Security

Whilst working at the airport, security is a responsibility of every employee. It is everyone's duty to:

- Monitor and report any persons: loitering in or around restricted areas, taking an interest in CCTV cameras, closely watching staff movements, appearing highly agitated or nervous.

If something doesn't feel right, trust your instinct, and report it to a member of security.

Any other ad-hoc duties which may occur from time to time and are considered to be within the post holders' capability, to ensure business continuity.

4. ADDITIONAL INFORMATION

To reflect the changing needs of the business, all job descriptions are subject to regular review and the Company reserves the right to make reasonable adjustments to such job descriptions as required.

If you consider any such adjustment to be unreasonable, you may appeal against the decision using the Company Grievance Procedure, details of which can be found in the Company Handbook.