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## Job Description

### SENIOR COMMUNICATIONS & NAVIGATIONAL SERVICES DEPARTMENT

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**Position:** Senior Technical Officer

**Department:** Communication & Navigations Services Department

**Services:** Communication and Navigations Services.

**Salary:** G7-1 \$34,438 pa

**Term:** 3 Years Contract

#### **Description**

The Senior Technical Officer – Communications & Navigation reports directly to the Principal CNS Officer

#### **Duties and Responsibilities**

1. Responsible for the installation, maintenance and repair of radio communications and terminal equipment i.e. VHF, HF, UHF, check-in scales and security facilities
2. Ensure all maintenance records on all NAVAIDS equipment and other communications systems are up to date and documented
3. Responsible to equipment faults system
4. Responsible for telephone PABX System
5. Submit written monthly report to the Principal Technical Officer of the operational status of airports equipment on the 10<sup>th</sup> of the following month
6. Responsible for any call-outs during weekends and holidays and must attend immediately as required
7. Responsible for performing Principal Technical Officer responsibilities and duties if required
8. Assist in preparation of the Budget to be in line with the Navigational and Electrical Services Budget
9. Other duties as assigned and discussed with the Manager.

#### **Requirements and Qualifications**

- a. Must be a qualified Telecommunication/Electro-Technology or equivalent
- b. Must hold NZ Technician Certificate or equivalent
- c. Must have at least 5 year's experience of Air Traffic procedures, Navigational Aids, Communication and airport general equipment
- d. Must have excellent report writing skills and computer literate in Microsoft window applications
- e. Must use initiative and be able to work by self without supervision
- f. Must be capable of supervising staff and work in Manager's absence