

**Job Title: Air Traffic Engineer**

**Department: Air Traffic Engineering**

**Reports To: Senior Air Traffic Engineer**

## **JOB PURPOSE STATEMENT**

To maintain, repair, modify and ensure the safe operation of communications navigation and surveillance services for the safety of aircraft in flight and on the ground, in accordance with statutory and regulatory requirements and ATCSL Safety Management Systems.

## **PRINCIPAL ACCOUNTABILITIES**

- To understand and implement the aspects of the ATCSL Safety, Quality and Security Management Systems as applicable.
- To carry out preventative and corrective maintenance on all air traffic systems and equipment.
- To complete equipment maintenance records and site logs, produce equipment Fault Occurrence Reports and record events occurring during period of duty, in the Engineering Logbook.
- To regularly monitor the status of safety related equipment in order to detect any indications of degradation, or loss of service.
- To notify any system degradation or loss, to all interested parties, e.g., SATE/ATETSM, ATC, Airport and external interested parties Aeronautical Information Service as required.
- To restore ATC systems in the event of degradation or loss of normal operation, in accordance with the requirements of the ATE/ATC Service Level Agreement, informing the ATC Watch Supervisor / SCOD of its return to service.
- To complete Facilities Interrupt/Reduced Redundancy/Work Permit forms including Operational Business Risk Assessments for approval by ATC.
- To assume the role of Duty Air Traffic Engineer in accordance with the agreed ATE on call roster, ensuring 24/7 support is provided to ATC
- Implement and adhere to safe working practices whilst lone working. Make considered judgement calls and dynamic risk assessments appropriate to the situation, calling for additional support when required.
- Achieve ATCSL ATSEP Level 2, in accordance with CAA CAP 1649, to maintain safety related equipment.
- Maintain personal Group and Equipment type Competencies in accordance with the ATCSL TCAP.

- To inform the SATE of any lapse in Group/Equipment type Competency/Recency that will restrict their ability to fulfil their responsibilities.
- To attend, and satisfactorily complete, any equipment or general training courses as required by the SATE/ATETSM.
- The supervision of sub-contractors and visitors whilst on site in accordance with the Control of Contractor policy and ensure they adhere to all relevant ATCSL Health and Safety policies and principles.
- To play a prominent role in any technical project work, modification and or upgrade of equipment including associated documentation and notification procedures as allocated by the Line Manager.
- To report any incident which in any way has or could have endangered aircraft safety using the ATCSL ATS Combined Safety Report form.
- To take a proactive approach to continuous improvement of ATE processes and documentation, suggesting improvements to the SATE/ATETSM.
- Assist colleagues in their duties and development, providing guidance to the appropriate level.
- Carry out Secondary duties as defined in the Manual of Air Traffic Engineering as allocated by your line Manager.
- Carry out additional responsibilities within the department such as cross site working, project work, system specialism and safety representation as allocated by your line Manager.
- To work off-site and also attend external courses whilst representing the company; therefore, the role will see you being away from home for short periods at a time.
- To adopt a proactive approach towards ATS Security and report all security occurrences or concerns in accordance with ATCSL procedures.
- To represent ATCSL and/or the ATE department in various meetings, working groups and liaise with third parties on ATE related topics.
- To assist other departments when required by the SATE/ATETSM.
- To assist in other trades in the event of a major breakdown and in the event of an airport emergency as directed by the appointed authorised person and within individual capability.

## **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.*

## **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.

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(Employee's Signature)

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(Dated)

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(Manager's Signature)

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(Dated)