

## Apprentice Aircraft Maintenance Engineer

### Our Promise

The furthest corner. The finest care.

### Role Overview

<b>Position Summary:</b>	The Apprenticeship is to develop competencies and proficiency as an Aircraft Maintenance Engineer, in accordance with CASA regulations and RFDS operating procedures, manuals and guidelines. The focus of the work will be in the repair and maintenance of PC-12 and PC-24 aircraft.
<b>Reports To:</b>	Senior Base Engineer
<b>Direct Reports:</b>	Nil
<b>Special Conditions:</b>	<p>The incumbent is required to:</p> <ul style="list-style-type: none"> <li>• Be an Australian citizen or permanent resident</li> <li>• Undergo a pre-employment drug and alcohol test and will continue to be subject to random drug and alcohol testing.</li> <li>• Maintain a minimum level of immunisation based on assessed risks.</li> <li>• Undertake a medical examination and/or functional capacity assessment.</li> <li>• Undertake criminal history and background checks.</li> <li>• Attend other RFDS Bases.</li> <li>• Be eligible to hold an ASIC (Aviation Security Identification Card).</li> <li>• Hold a current Australian driver's licence.</li> </ul>
<b>General Expectations:</b>	Employees are required to read, understand and comply with all policies, procedures and any reasonable direction, whilst demonstrating professional workplace behaviours in accordance with the Code of Conduct.
<b>Approval:</b>	<p>Head of Engineering: Steve Smith</p> <p>Signature: _____ Date: _____</p>
<b>Acknowledgement of Incumbent:</b>	<p>I have read and understood the information and duties/responsibilities contained within this Position Description.</p> <p>Name: _____</p> <p>Signature: _____ Date: _____</p>



**Royal Flying Doctor Service**  
CENTRAL OPERATIONS

**Key Responsibilities**

<b>Accountability</b>	<b>Key Activities</b>
<b>Maintenance</b>	<ul style="list-style-type: none"> <li>• Responsible to the Senior Base Engineer or supervising Engineer for the safe and efficient maintenance and servicing of the RFDS aircraft.</li> <li>• Undertake “On the Job Training” to learn about the maintenance requirement of the RFDS aircraft.</li> <li>• Acquire competencies in the performance of maintenance practices.</li> <li>• Comply with and work within engineering systems, procedures and processes.</li> <li>• Maintaining a journal on all maintenance performed.</li> <li>• Ensure aircraft are clean and presentable at all times.</li> <li>• Maintain RFDS aircraft support equipment.</li> <li>• Assist with the RFDS aircraft stores procedures.</li> <li>• Maintain RFDS Airport security.</li> <li>• Perform temporary/relief maintenance at other RFDS locations as required.</li> <li>• Attend training blocks to acquire a Diploma in Aeroskills (B1 Mechanical)</li> <li>• Successfully complete associated CASA exams.</li> </ul>
<b>Health, Safety and Quality Systems</b>	<ul style="list-style-type: none"> <li>• Actively create and maintain a safe and healthy work environment by working safely, adhering to instructions and using equipment in accordance with safe operating procedures.</li> <li>• Initiate and participate in worksite inspections, accident reporting and investigations, developing safe work procedures and providing appropriate information, instruction, training and supervision.</li> <li>• Address any unsafe working practices or hazardous working conditions.</li> <li>• Contribute to Quality programs which support and maintain ISO9001 accreditation and CASA approval.</li> <li>• Utilise the Safety Management System of Air Maestro to initiate reports and assist in investigations</li> <li>• Continuously seek to identify, develop and deliver sustainable improvements in service delivery.</li> </ul>
<b>Teamwork</b>	<ul style="list-style-type: none"> <li>• Contribute to a team culture where individual members are valued and recognised for their diverse skill sets.</li> <li>• Keep team members informed of relevant issues impacting them or their work.</li> <li>• Suggest and promote creative ideas and approaches to improve individual and team performance.</li> <li>• Encourage and support others to take on new challenges and opportunities.</li> </ul>

Accountability	Key Activities
<b>Customer / Stakeholder Relationships</b>	<ul style="list-style-type: none"> <li>• Build collaborative working relationships with internal and external stakeholders.</li> <li>• Proactively anticipate customer needs where possible.</li> <li>• Manage work with a continual focus on the impact of decisions and actions on customers/stakeholders.</li> <li>• Measure customer/stakeholder satisfaction to continually improve.</li> </ul>
<b>Professional Behaviour and Development</b>	<ul style="list-style-type: none"> <li>• Actively develop own capabilities and technical expertise.</li> <li>• Support the development and growth of others.</li> <li>• Model professional conduct according to our values and Code of Conduct.</li> </ul>

## Our Values

Our values are used to indicate the type of conduct required by our employees and the professionalism that our customers can expect from our service.

Values	Care & Respect	Reliable & Dependable	Safety & Quality	Socially & Ethically Responsible	Collaboration	Innovation
Behaviours bringing values to life	Understanding	Personal effectiveness	Safety orientation	Commitment	Communication	Strategic vision
	Genuine relationships	Analysis & problem solving	Continuous improvement	Valuing diversity	Leading by example	Embracing change

## Skills, Knowledge and Experience

### ESSENTIAL QUALIFICATIONS / REGISTRATIONS / MEMBERSHIPS

- Completed Year 10

### Desirable Qualifications / Registrations / Memberships

- Completed SACE
- Certificate II in Aeroskills

### ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE

- A commitment to RFDS service delivery.
- A willingness to take direction and work as part of a team.
- Sound organisational skills.
- Ability to show initiative and self-motivation.
- Well-developed computer skills.
- A demonstrated commitment to learning.



- Sound time management skills.
- Proven ability to problem solve.
- A commitment to a healthy, safe and compliant work environment.
- Sound interpersonal skills with the ability to communicate with staff at all levels, internal/external customers, suppliers/vendors and CASA.
- Eligibility to hold an Aviation Security Identification Card (ASIC).
- Current driver's licence

### Desirable Skills, Knowledge and Experience

- Experience working in the Aviation industry
- An understanding of the history of RFDS and its values and policies
- First Aid certificate
- Understanding of rural and remote Australia

### Working Conditions

- In accordance with RFDS Engineers' EBA.
- Based at Hangar.
- Flexible in work practices to provide aircraft on line requirements in keeping with the RFDS delivery of service.
- Uniform provided.

## Key Relationships

Internal	External
<ul style="list-style-type: none"> <li>• Executive Leadership team</li> <li>• All RFDS Employees and Managers</li> <li>• Other RFDS Sections</li> <li>• RFDS Board</li> </ul>	<ul style="list-style-type: none"> <li>• CASA</li> <li>• Aviation Maintenance Organisations and Service Providers</li> <li>• Suppliers</li> <li>• General public</li> <li>• Government, non-government, and community organisations</li> <li>• Volunteers, fund raisers and donors</li> <li>• All other RFDS stakeholders</li> </ul>

### Special Note:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this role. They are not intended to be an exhaustive list of all responsibilities, duties and skills to perform the role.