

IRELAND WEST AIRPORT JOB DESCRIPTION

Job Title

Mechanic

Reports To

You will report directly to the Ground Services Manager or such person as directed by Airport management. This reporting situation may change as the organisation responds to ongoing change and business requirements.

Purpose of Post

To ensure that all appropriate maintenance is carried out on all airport vehicles and equipment.

Main Duties

- To implement an annual maintenance programme for all ground services equipment in keeping with the manufacturers/suppliers guidelines.
- To maintain a record of all maintenance carried out and have these records available for all audits.
- To carry out maintenance of all airport equipment as required.
- Supervise assistant mechanic on a shift basis (including allocating tasks, breaks, and annual leave) and take appropriate action if staff are not carrying out their functions or behaving appropriately.
- Work with the Ground Services Manager to ensure all equipment associated with the operation of the General Airport services is available at the required time.
- Ensure that all faults that arise in the daily and weekly maintenance checks are fixed in a timely manner and that the Ground Services Manager is kept advised of the likely time the equipment will be restored to service.
- To work with external suppliers in relation to the carrying out of maintenance that cannot be carried out in house.
- Ensure that maintenance manuals are received from the suppliers of all new and second hand equipment and that these are maintained in an orderly fashion.
- For new equipment ensure that a maintenance record is set up and the planned annual maintenance list is updated.
- Ensure that all accidents and incidents are fully investigated and corrective action is taken to prevent reoccurrence and that a complete accident report is filled out.
- Ensure that staff involved in the maintenance activities utilise the required PPE.
- Carry out the required functions in the event of an emergency as detailed in the Emergency Crash Orders and Security Contingency Plans.
- Assist in the development of safe working procedures for all aspects of vehicle maintenance and ensure that these are documented in the safety management system.
- Assist in the development of facilities for carrying out maintenance that meet with safety and environmental requirements.

- Assist in the development of the annual budget for vehicle maintenance and ensure that this budget is managed throughout the year.
- Any other duties relevant to this position and which can be reasonably expected.

Position Requirements

The position requires an individual who:-

- Is a qualified Mechanic.
- Is computer literate and familiar with vehicle diagnostics and electrical systems.
- Experience in the servicing of heavy vehicle or ground services equipment.
- Is reliable, trustworthy, dedicated to carrying out their function in accordance with applicable safety and quality standards.
- Is capable of supervising a small team and liaising closely with other departments that are dependent on the service.
- Is a self-motivated, self-starter who demonstrates consistent 'can do approach'.
- Has the ability to work on own initiative and as part of a team.
- Is an effective communicator at all levels both inside and outside the organisation.
- Has good problem solving and analytical skills.
- Has the ability to work under pressure to tight deadlines
- Good organisation skills

The above list is not exhaustive and we expect to see a demonstration of the jobholder's individuality, innovativeness and use of their particular skills as appropriate.