

## **JOB DESCRIPTION**

**POST TITLE:** Ground Support Engineer

**LOCATION:** Norwich Airport

**RESPONSIBLE TO:** Senior Groundsperson

### **STATEMENT OF PURPOSE:**

To undertake the maintenance, service and repair of all airport vehicles, plant and equipment. The Maintenance Workshop provides a full maintenance and repair service to all Norwich Airport vehicles, plant and equipment as well as other Norwich Airport based Operators.

### **KEY RESPONSIBILITIES:**

1. To maintain, service and repair all airport vehicles, plant and equipment to M.O.T standards unless otherwise stated.

Vehicles/Equipment/Tasks to include:

- Petrol/Diesel Engines and associated maintenance/control systems.
  - Commercial vehicles, inclusive of HGV, agricultural and winter operations equipment.
  - Light commercial vehicles, 4x4s and cars.
  - Manual and automatic drive systems.
  - Electric Vehicles.
  - Engines sets to Generators and Ground Power Units.
  - Hydraulic/Pneumatic systems.
  - Electrical Systems.
  - Fabrication and Welding.
2. To complete documentation pertaining to works carried out, i.e. service sheets, job cards, timesheets. This is inclusive of a Computer Maintenance Management System.
  3. To comply with all Health and Safety requirements and other required legislation, both internal and external as appropriate to the post and to have an understanding of relevant risk assessment to the post.
  4. To have an understanding of CAA and VOSA operating requirements for an aerodrome and specialised vehicle requirements such as LODER and PSSR.
  5. To undertake any other task commensurate with the responsibilities and level of this post as reasonably requested.

6. To communicate and build relationship with outside agencies i.e. collect spares and materials from suppliers as required.

### **REQUIREMENTS**

Qualifications/education required:

1. City & Guilds Motor Vehicle Mechanics/Engineering or equivalent.
2. Time Served Apprenticeship with practical experience.
3. Good basic standard of education (in particular Maths, English and IT).
4. Full current clean driving license to cover manual gearbox (HGV 1 an advantage but not essential).

### **EXPERIENCE REQUIRED**

1. Full understanding and safe operation of all airport vehicles, plant and equipment.
2. Ability to maintain all airport vehicles to Ministry of Transport standards.
3. Full comprehension of Regulation CAP 642 and CAP 1168.

This job description outlines the duties required for the time being to indicate the level of responsibility. It is not a comprehensive or exclusive list, and duties may be varied from time to time, which do not change the general character of the job or the level of responsibility.

**I have read and acknowledge the content of the above job description:**

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_