

**Job Title:** Air Traffic Engineer (ATSEP)

**Accountable to:** Manager Air Traffic Engineering (MATE)

**Job Purpose:** To carry out the duties associated with the Air Traffic Engineering Department, that includes the routine maintenance servicing, support and fault rectification of a wide range of electrical, electromechanical, electronic, and airfield (AGL and ATE) systems and infrastructure within the airfield, airport buildings and its confines in line with departmental documentation, procedures and Safety Management System (SMS)

**Key Duties and Responsibilities:**

- Maintenance and servicing of specialist ATE CNS equipment, for example Radar, ILS, Transmitters, Receivers and DME.
- Maintenance and servicing of a wide range of electrical systems across the airport, including Airfield Ground Lighting (AGL) equipment and associated field installations, HV network and LV Panel.
- Maintain ATSEP competency in all equipment ratings.
- Liaise with contractors in the maintenance of specialist systems.
- Prepare, establish and implement appropriate working procedures to ensure the provision of comprehensively documented processes for all equipment maintained.
- Maintain documentary records of all work in support of regulatory requirements examined by external authorities, for example: CAA/SRG, HSE.
- To work in conjunction with all other departments within the airport, as and when required.
- To work in conjunction with other Air Traffic Engineering staff as part of a 7 day shift rota.
- Provide on-call cover as part of the department roster to ensure operational cover is available H24 on a call out basis.
- To provide an integral response to emergency incidents, and to assist appropriately based on situation arising.
- To carry out any other reasonable duties as required, including assistance during winter operations, diversions and special events.
- Oversee and deliver project works which will be delegated to you by Manager Air Traffic Engineering (\*MATE).
- To operate any item of test and measuring equipment that may be required to assist in the aforementioned tasks.
- To perform administration tasks that contribute to the smooth, safe and efficient coordination of the ATE department.

- To ensure continuation of self-development to increase skill sets and knowledge base specific to Air Traffic and Airfield Ground Lighting systems.
- To efficiently conduct secondary duties as assigned by your department manager.

### **Safety and Compliance**

- To ensure knowledge and understanding of all appropriate safety responsibilities as detailed in the Aerodrome Manual.
- Ensure you operate in a safe environment and demonstrate a clear understanding of Health and Safety policies and procedures.
- To minimise incidents and accidents within your area, promoting a safe working environment.
- To support and co-operate where necessary with investigations into accidents / incidents within the department in accordance with GPA policies.
- To ensure data is processed and handled in accordance with the General Data Protection Regulation (GDPR)

### **Security**

- To ensure knowledge and understanding of all appropriate security responsibilities as detailed in job description and other relevant policy documents.
- To ensure that standards set at security training courses are adhered to.
- To maintain level 1 security competence.

### **Key Performance Indicators**

- To deliver against the KPIs established for your area.
- To focus on improvement initiatives to outperform against the business plan

### **Financial**

- To deliver a quality service within the budget costs.
- To deliver within the capital investment plan.

### **Stakeholder Relationship**

- To interface with relevant internal and external stakeholders, positively promoting the Airport and ensuring an excellent service.

*The above lists are not exhaustive; the business needs may require you to carry out additional duties and therefore require you to be reasonably flexible.*

*You are responsible for ensuring the health, safety and welfare of yourself and others at all times in the workplace.*