

POSITION DESCRIPTION

TITLE:	CALIBRATION TECHNICIAN
BUSINESS UNIT:	Aviation Systems
LOCATION:	Kilbirnie, Wellington
VACANCY NO:	18.003
BUSINESS GROUP:	Technology
DIRECT REPORTS:	NIL
INDIRECT REPORTS:	NIL
DATE:	10 January 2018

OVERVIEW

Our people manage New Zealand's 30 million square kms of airspace, providing air traffic control, surveillance, communication, flight inspection, mapping and airspace design services. We work with government, regulatory authorities, airlines, airports and the general aviation community to ensure pilots, passengers and goods reach their destination - safely. At Airways, our values underpin all that we do. We value Safety, Each Other, Excellence and Success in all that we do.

Our organisation has two operating business groups:

- ▶ System Operator is responsible for implementation and operation of air traffic management, and supporting engineering and maintenance.
- ▶ Global Services provides products and services to air navigation service providers and other organisations internationally.

Our operational business groups are supported by governance and shared services functions including:

- ▶ Safety & Assurance.
- ▶ Finance and Information Technology.
- ▶ Human resources.
- ▶ An Office of the CEO with:
 - Public Affairs & Corporate Communications.
 - Legal Services.
 - Strategy.

BUSINESS UNIT PURPOSE

The Technology business unit is responsible for the effective delivery, management and services of all technology disciplines within the air navigation services environment – engineering design, software design and development, technology architecture and infrastructure, asset management, installation and maintenance, technical training, workload planning, maintenance program development, project management, and logistics support.

PURPOSE OF THE POSITION

The primary purposes of the Calibration Technician position is to:

- Perform traceable repair, adjustment and calibration of Airways' Flight Inspection, Laboratory and Customer Test Equipment's
- To support the team leader and team as required

The secondary purposes of the position are to:

- Develop, improve and document manual and automated calibration procedures
- Develop, improve and document test equipment calibration specifications
- Contribute to the development of ISO17025 accreditation standards
- Calculate uncertainties

GENERAL

Your general duties include those outlined in this position description and may be reviewed and updated from time to time in consultation with you. You will also be required to undertake any other duties that are within your ability to perform, if asked to do so.

KEY AREAS OF ACCOUNTABILITY	
LEADERSHIP	<ul style="list-style-type: none"> • Sets the standard for professional behaviour and excellent work habits that support a positive, performance-based environment. • Represents Airways professionally and enthusiastically.
CALIBRATION AND REPAIR	<ul style="list-style-type: none"> • Perform traceable repair, adjustment, and calibration of Customer Test Equipment and Airways' Flight Inspection System • This will be measured by quality of work, throughput of work, timely completion, technical assistance level required and supervision level required.
QUALITY CONTROL	<ul style="list-style-type: none"> • Certify that own work has been performed to the relevant authorised procedure and that all results outside limit and deficiencies have been investigated and documented and actioned in the required manner. • Completion of general calibration and other administration. • Ensure the integrity of own work performed including preparation and completion of the required documentation. • Provide feedback and make recommendations on procedures and work flow.
CUSTOMER FOCUS	<ul style="list-style-type: none"> • Strengthens and grows relationships within and outside Airways. • Interacts professionally and provides excellent customer service on behalf of Airways. • Assists in minimising the cost of all activities whilst fulfilling agreed customer requirements. • Demonstrates technical and administrative responsibility for areas assigned to your care. • No negative feedback from customers. • Train customers in the use of their test equipment. • Carries out delegated duties as assigned by the Laboratory Team Leader.

GOVERNANCE	<ul style="list-style-type: none"> Complies with the provisions of all legislation and governance requirements, including financial delegations. Maintains familiarity with relevant technology and regulations.
SELF-DEVELOPMENT	<ul style="list-style-type: none"> Monitors own performance and seeks development opportunities to improve performance. Implements agreed development plans within agreed timeframes. Develops and maintains technical skills and knowledge. Actively participates in training and development to enhance own knowledge and skill of the technology and specialised techniques pertinent to calibration and repair of test equipment and standards. Achieves and maintains technical competencies in a proactive manner. Maintains awareness and practices Health and Safety requirements.
HEALTH & SAFETY	<ul style="list-style-type: none"> Responsible for proactively demonstrating Airways Safety value - it's at the heart of everything we do Responsible for operating role in a safe manner and striving for continuous improvement in health & safety throughout the business Responsible for ensuring Airways security is maintained at all times Accountable for proactively raising health or safety issues in line with Airways safety management systems and participating in position related health & safety training
TRAVEL REQUIREMENT	<ul style="list-style-type: none"> Work may be required in other locations within NZ/internationally to perform the duties of the role.
BUDGET	<ul style="list-style-type: none"> Responsible for managing a budget of \$ Nil
FINANCIAL DELEGATION	<ul style="list-style-type: none"> Up to \$10k
CONTRACTUAL DELEGATION	<ul style="list-style-type: none"> NIL
LEGISLATIVE OWNER	<ul style="list-style-type: none"> N/A

KEY RELATIONSHIPS/CUSTOMERS:	
INTERNAL	NATURE OF THE RELATIONSHIP
Calibration Lab Co-workers	Work collaboratively with and contribute to overall team environment.
Flight Inspection team and Aviation Systems teams at various locations including Kilbirnie	Primary customers. Calibration and repair of customer Test Equipment and advice on calibration and Test Equipment matters.
Engineering Teams	Accountable for Standards, Specifications and new or replacement test equipment. Share same building with one engineering group.
EBS Team	Share same building.
EXTERNAL	NATURE OF RELATIONSHIP
Pacific Island States	Calibration proposals and quotations, calibration and repair work.

FORMAL QUALIFICATIONS / TRAINING / EXPERIENCE	REQUIRED	DESIRABLE
A qualification in engineering, preferably Bachelor of Engineering Technology, NZCE Telecommunications, Supplementary Radio Technicians Certificate or Electro Technology Diploma in Telecommunications. (or equivalent)	✓	
Electrical Services Technician (or EAS) Practicing License.		✓
Current New Zealand Drivers Licence.		✓
Experience with calibrating and repairing, electronic and digital test instruments in the following areas but not limited to them: low to high voltage, low to medium current, all resistance and impedance, AF, HF to UHF, frequency, audio and RF power, impedance, temp, barometric pressure, mains power.		✓
Familiarity with complex test equipment		✓
Strong mathematical skills including calculus and statistics.	✓	

A sound knowledge of electronic and RF theory	✓	
Proven skills in the repair and maintenance of complex electronic systems		✓
Computer skills in applications including installation, configuration, customisation, and problem solving in: DOS, Microsoft Windows, Microsoft Office, Agilent Vee, HP Rocky Mountain Basic, and IEEE488 bus applications and drivers.		✓
Technical writing experience and skills		✓
Good understanding of operation to ISO9001, ISO17025 quality standards, and ISO Guide to The Uncertainty of Measurement.		✓

KEY COMPETENCIES / SKILLS / KNOWLEDGE	REQUIRED	DESIRABLE
Efficient user of MS Office, including MS Excel skills	✓	
Self-motivated, able to work with minimal supervision and to tight deadlines.	✓	
Excellent verbal communication skills.	✓	
Strong attention to detail	✓	
Completer and finisher	✓	
Our Values - Demonstrates the Airways Values consistently and naturally, showing a personal commitment to value Safety, Each Other, Excellence and Success; consistently exhibits behaviours that inspire understanding of and commitment to these values.	✓	
Collecting and Analysing Information. Establishes requirements and investigates to gather information required; gathers information from a range of sources or people; checks for accuracy and completeness; makes changes, or gives suggestions, in line with the end goal.	✓	
Quality Focussed - Thoroughly checks own work against standards, designs or specifications; tests in detail all functionality before releasing systems; uses knowledge of the whole system to test all potential impacts and to verify final outcome; designs or uses tests which check changes made.	✓	

Customer & Partnership Focused - Builds long-term, strategic and sustainable relationships with customers/partners; understands the customer's business and requirements; manages expectations and builds respect rather than seeking to be liked; measures performance against customer-based targets; delivers on promises to customers and personally commits to resolving customer issues; inspires a customer-centric approach across Airways.	✓	
Commercial Acumen - Drives the commercial success of Airways by creating value, managing costs and/or defining sustainable profit-driven prices; proactively researches trends, competitors, customer requirements, opportunities; ensures internal customers are aware of costs; champions Airways as a thriving, successful and profitable business.		✓
Planned & Organised - Develops realistic plans to ensure deadlines are met; ensures all resources available to implement the plan; continually reprioritises as new work comes in, based on criteria and information from the customer; works on a number of jobs simultaneously without any dropping off.	✓	
Communication - Communicates openly and honestly, explaining reasons in a prompt and timely way that people understand and find relevant to their position; is clear and concise, seeking to be understood; anticipates needs of audience and adapts style and communication methods using face to face for difficult issues; listens and seeks to understand others points of view, understands body language; is relentless on what is important, demonstrating enthusiasm and conviction.	✓	

WE VALUE

SAFETY



TAKING
INDIVIDUAL
ACCOUNTABILITY

BEHAVING WITH
INTEGRITY

BEING SAFE

EACH OTHER



SHOWING RESPECT
& RECOGNITION

BEING SUPPORTIVE

SHOWING TRUST
& UNDERSTANDING

EXCELLENCE



HAVING THE
RIGHT ATTITUDE

BEING
KNOWLEDGEABLE

SHOWING
PROFESSIONALISM

SUCCESS



BEING CUSTOMER
FOCUSSED

DISPLAYING
INITIATIVE

BUILDS THE
FUTURE

OUR PURPOSE

- ▶ SAFE
- ▶ SUCCESSFUL
- ▶ SUSTAINABLE

AIRWAYS
making your world possible