



## Position Description

|                   |   |
|-------------------|---|
| Title             | Communications Navigation and Surveillance Technician |
| Aviation Systems  |   |
| Locations:        | Auckland  |
| Reports to:       | Auckland Maintenance Manager                          |
| Direct Reports:   | N/A   |
| Indirect Reports: | N/A   |
| Date:             | November 2023   |

### 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 is made up of operational business groups that are supported by governance and corporate services functions. To learn more about our people and organisational structure, check out [www.airways.co.nz/about](http://www.airways.co.nz/about).

### Business Unit Purpose

The Technology Group is responsible for the effective delivery, management and servicing 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 purpose of the CNS Technician position is to work at the Auckland Technical Centre as part of Auckland Communications, Navigation and Surveillance (CNS) Maintenance Team to maintain the functionality and availability of Airways operational systems by:

- Performing fault rectification.
- Conducting preventative maintenance.
- Installing CNS equipment.

The position expects that the incumbent will be willing to undertake from time to time night and weekend work as necessary and work in a variety of outdoor environmental and weather conditions to ensure the reliability, functionality and safety of the CNS systems.

## 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"> <li>▶ Represents Airways professionally and enthusiastically.</li> <li>▶ Sets the standard for professional behaviour and excellent work habits that support a positive, performance-based environment.</li> </ul>   |
| Maintenance and Faults      | <ul style="list-style-type: none"> <li>▶ Undertakes fault repair work in a timely and effective manner.</li> <li>▶ Completes monthly maintenance tasks in a timely and effective manner.</li> </ul>   |
| Projects                    | <ul style="list-style-type: none"> <li>▶ Assists with installation and project work.</li> <li>▶ Be prepared to act with initiative</li> <li>▶ Maintains accurate project documentation and records</li> </ul>   |
| Quality Control             | <ul style="list-style-type: none"> <li>▶ Ensures that all maintenance and repair work meets the required standards before being released back into operational service.</li> <li>▶ Prepares the necessary reports and documentation to support all activities assigned.</li> <li>▶ Ensures that operational and technical procedures are followed in all activities.</li> <li>▶ Contributes to and complies with team derived protocols and work methods.</li> <li>▶ Ensures that the relevant operational and technical procedures are followed in all activities involving Airways equipment.</li> <li>▶ Makes recommendations on the maintenance and improvement of assigned technical systems.</li> </ul> |
| Customer Focus              | <ul style="list-style-type: none"> <li>▶ Strengthens and grows relationships within and outside Airways.</li> <li>▶ Interacts professionally and provides excellent customer service on behalf of Airways.</li> <li>▶ Assists in minimising the cost of all activities whilst fulfilling agreed customer requirements.</li> <li>▶ Demonstrates technical and administrative responsibility for areas assigned to your care.</li> </ul>  |

|                        |   |
|------------------------|---|
|                        | <ul style="list-style-type: none"> <li>▶ Carries out delegated duties as assigned by your Team Leader</li> </ul>  |
| Self-Development       | <ul style="list-style-type: none"> <li>▶ Monitors own performance and seeks development opportunities to improve performance.</li> <li>▶ Implements agreed development plans within agreed timeframes.</li> <li>▶ Develops and maintains technical skills and knowledge.</li> <li>▶ Actively participates in training and development to enhance own knowledge and skills.</li> <li>▶ Achieves and maintains Technical Competencies in a proactive manner.</li> <li>▶ Maintains awareness and practices Health and Safety requirements.</li> </ul>  |
| Health & Safety        | <ul style="list-style-type: none"> <li>▶ Responsible for proactively demonstrating Airways Safety value - it's at the heart of everything we do.</li> <li>▶ Responsible for operating role in a safe manner and striving for continuous improvement in health &amp; safety throughout the business.</li> <li>▶ Responsible for ensuring Airways security is maintained at all times.</li> <li>▶ Accountable for proactively raising health or safety issues in line with Airways safety management systems and participating in position related health &amp; safety training.</li> </ul> |
| Travel Requirement     | <ul style="list-style-type: none"> <li>▶ Work may be required in other locations within NZ/internationally to perform the duties of the role.</li> </ul>  |
| Budget                 | <ul style="list-style-type: none"> <li>▶ Responsible for managing a budget of \$ Nil</li> </ul>   |
| Financial Delegation   | <ul style="list-style-type: none"> <li>▶ Delegated financial authority for Capital Expenditure of \$ Nil</li> <li>▶ Delegated financial authority for Operational Expenditure of \$ Nil</li> </ul>  |
| Contractual Delegation | <ul style="list-style-type: none"> <li>▶ Signing Authority to a limit of \$ NIL</li> </ul>  |
| Legislative Owner      | <ul style="list-style-type: none"> <li>▶ NIL</li> </ul>   |

| Key Relationships / Customers | Nature of Relationship   |
|-------------------------------|--|
| Internal                      |  |
| CNS Team members              | Work within the team to deliver safe CNS services within Airways |
| Auckland Maintenance Manager  | Manager – reports to   |

|                                    |  |
|------------------------------------|--|
| Tower staff                        | Work collaboratively with and contribute to overall team environment |
| External                           |  |
| Airport Company Staff              | Work collaboratively with  |
| External contractors and suppliers | Liaise with as required  |

| 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 and good driving ability, in order to gain an Airport Driving Licence.   | ✓        |           |
| Experience with technical systems and equipment, preferably radio systems, air navigational aids, radar systems, and power systems   | ✓        |           |
| Experience leading small teams (including contractors) on project work, as well as working as a member of a project team.  |          | ✓         |
| Experience in buildings and site maintenance work.   | ✓        |           |

| Key Competencies / Skills / Knowledge   | Required | Desirable |
|---|----------|-----------|
| Efficient user of MS Office, including MS Excel skills  | ✓        |           |
| Good operational and situational awareness  |          | ✓         |
| Able to climb structures with confidence; work at heights and in a variety of weather conditions.   | ✓        |           |
| Self-motivated, able to work with minimal supervision.  | ✓        |           |
| Good verbal communication skills.   | ✓        |           |
| <b>Our Values</b> - 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. | ✓        |           |

|  |          |  |
|--|----------|--|
| <p><b>Problem Solving</b> - Seeks out the data required; identifies discrepancies in data and is meticulous in generating hypotheses that incorporate all the symptoms; is tenacious when faced with difficult problems maintaining a systematic and logical approach; appreciates there are always a number of solutions to problems and thinks laterally to identify these.</p>  | <p>✓</p> |  |
| <p><b>Quality Focused</b> - 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 checks changes made.</p>  | <p>✓</p> |  |
| <p><b>Customer &amp; Partnership Focused</b> - 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</p>                                       | <p>✓</p> |  |
| <p><b>Commercial Acumen</b> - 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</p>  | <p>✓</p> |  |
| <p><b>Planned &amp; Organised</b> - 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.</p>   | <p>✓</p> |  |
| <p><b>Communication</b> - 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.</p> | <p>✓</p> |  |

## Our values underpin everything we do



We are  
**safe**

Safety is at the forefront of everything we do. We are committed to the safety of our people, operations and the communities we serve.



We strive for  
**excellence**

We deliver our best work each and every day, and look for ways to continue to improve what we do



We are  
**One Airways**

We all have our own areas of expertise and by working together, collaborating and sharing knowledge, we achieve our aspiration



We celebrate  
**success**

We recognise our people's achievements, big and small, and celebrate our successes