

Position Description

Position Title

Airfield Manager and Safety Officer

Location

Rangiora Service Centre – Ashley Building

Contract Type

Fixed

Date

September 2026



Department

Community & Recreation



Unit

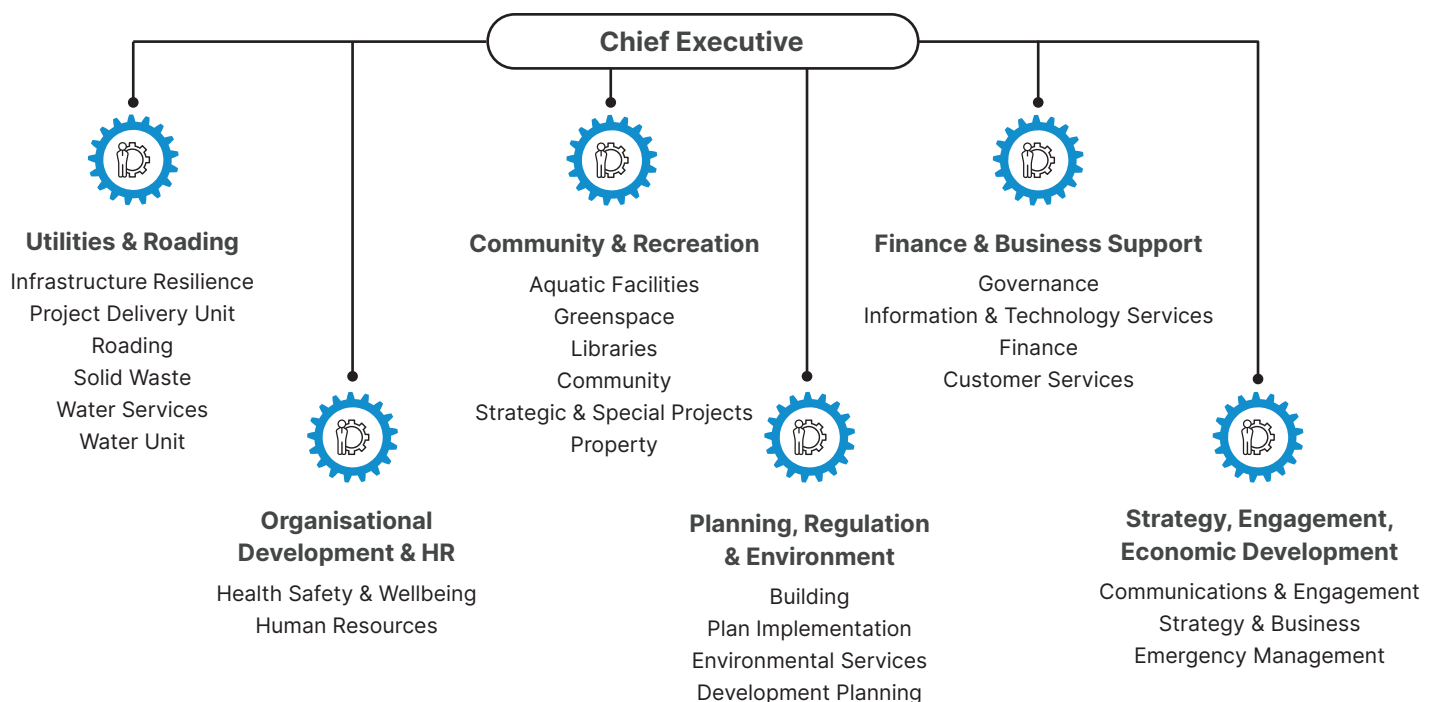
Strategic & Special Projects



Team

Strategic & Special Projects

Organisation Context



Tā mātou mauri

Our principles

Our purpose

To make Waimakariri a great place to be, in partnership with our communities.

Our vision

We are a respectful, progressive team delivering value for our customers.

Our values

We will...

Act with integrity, honesty and trust

Keep you informed

Do better every day

Take responsibility

Work with you and each other

Our customer promise

We will be professional, approachable and solutions-focused.

Position Details

Purpose of Position

The Airfield Manager and Safety Officer (AMSO) is responsible for leading the safe, compliant and effective day-to-day management of Rangiora Airfield and the associated Council-owned airfield assets. The position provides operational leadership, aviation and safety advice, coordinates maintenance and projects, and acts as Council's principal liaison with airfield users, leaseholders, contractors, regulators and advisory groups.

The role is expected to set priorities, see work through to completion, and appropriately engage or coordinate internal staff, contractors and specialist advisers so that critical airfield outcomes are delivered.

The AMSO is expected to keep the Airfield Management Team, and the airfield asset owner (Greenspace Manager) up to date with any emerging issues, progress, and situational reports as needed. The position is predominantly based at the Rangiora Airfield, with occasional work at the Rangiora Service Centre.

Key Relationships

Responsible to

Strategic & Special Projects Manager

Responsible for

Responsible for No direct reports. Coordinates internal support and supervises contractors, consultants etc as required

Internal

Manager Community and Recreation; Greenspace; Property; Governance; Finance; Customer Services; Communications; Health, Safety and Wellbeing; Information Technology; Utilities and Roading; Planning, Building and Compliance staff.

External

CAA; Rangiora Airfield User Group & Safety Teams; airfield users and leaseholders; elected members; ECan; NZ Airways; emergency services; contractors and consultants; neighbouring landowners; community and aviation organisations

Is there an approved delegated authority for this role? ☒ Yes ☐ No

If yes, state limit for role \$: 5,000

If yes, is this role responsible for that budget? ☒ Yes ☐ No

Vetting Requirement (contact HR for further advice as required)

Under the NZ Police vetting criteria, thorough vetting is required to safeguard communities by assessing the backgrounds of individuals who work with vulnerable populations.

This role provides care/protection/education/training to vulnerable members of society such as children, young people, elderly and/or disabled. ☐ Yes ☒ No

If yes, does this role fall under the Children's Act 2014? ☐ Yes ☒ No

If yes, this position has been identified as:

Vetting under the Children's Act 2014 is necessary to ensure the safety and well-being of children by thoroughly assessing individuals who work with them.

Key Result Areas

KPI (area of responsibility)

Safe airfield operations

Measure (successful when)

Operational risks are actively identified, assessed and controlled; routine airfield, runway, taxiway, security and safety-equipment inspections are completed; incidents and emergencies receive an effective and timely response, investigation, reporting and follow-up; supervision of CCTV system; and users, staff and contractors understand applicable safety expectations. Emerging risks, industry information and opportunities for improvement are monitored. Safety Management Manuals are actively maintained and updated as required.

Regulatory and operational compliance

Council meets applicable Civil Aviation Authority requirements and follows relevant advisory material and accepted aerodrome practice. Operational manuals, emergency plans, guidance, aeronautical information, NOTAM processes, access controls and other required records are current and effectively implemented.

Procedures, systems, communications and service arrangements are reviewed and improved, and the position contributes to civil defence, business continuity and organisational resilience.

Asset maintenance and serviceability

Council-owned airfield assets are monitored and maintained so they remain safe, functional and serviceable. Planned and reactive maintenance, servicing, vegetation and pest control, utilities, security systems and minor works are coordinated, inspected and recorded, with asset condition and spatial information kept current.

Runway, taxiway and surface management

Grassed and other operational surfaces are systematically inspected and managed. Seasonal and long-term programmes address mowing, irrigation, drainage, fertilising, rolling, surface defects, markings, obstacles and temporary closures, supported by appropriate specialist advice and long-term planning.

Contractors, procurement and worksite control

Contractors and consultants are appropriately scoped, procured, inducted, briefed and supervised as per Council policy. Safety plans, methodologies, pre-starts, access arrangements, quality checks, completion inspections and contract performance are managed in accordance with established project outcomes and Council requirements.

Key Result Areas Continued

KPI (area of responsibility)

Stakeholder, user and community relationships

Measure (successful when)

The role acts the Council's representative, and is an accessible and constructive point of contact for User Groups, Safety Team, leaseholders, CAA, and general airfield users and interest groups. Access, drone, event, development and operational requests are processed consistently; complaints and non-compliance are addressed; and clear safety and operational communications are issued.

Governance, advisory groups and reporting

The Rangiora Airfield User Group (RAUG) and Rangiora Airfield Safety Team (RAST) are effectively coordinated, including agendas, advice, meeting support, action tracking and follow-up. Rangiora Airfield Management Team and other appropriate Council leaders receive timely, accurate reports and decision-making advice on operational, safety, maintenance, financial and strategic matters.

Lease and property interface

Works collaboratively with the Property team and other specialists on lease administration, inspections, compliance, renewals, variations, fees and requests. Advice on hangar developments, temporary structures, access and other property-related matters is coordinated and recorded.

Projects and long-term planning

Operational and capital projects are planned and delivered or supported through effective client representation. Business cases, scopes, budgets, consultant inputs, risks, stakeholder engagement, implementation and handover are managed proportionately. Long-term asset, surface, infrastructure and strategic needs are identified through asset management plans, long-term planning and Council decision processes.

Financial, information and task management, and continuous improvement

Budgets, expenditure, income-related information, task registers, records, maps, manuals, asset systems and customer requests are accurately maintained. The 3rd party landing charges system is maintained. Work is prioritised, scheduled, delegated where appropriate and tracked through to completion, in accordance with Council procurement, contract, information management and reporting policies.

Person Specification

Education/Qualifications

Minimum requirement for the role:

National Diploma Level 6 (3 year)

Under-graduate diploma (please specify)

Specifications and/or further information:

National Diploma Level 6 or equivalent level of skills, knowledge & experience
A relevant aviation- related qualification, or previous aerodrome management experience, is strongly desired.

Current driver licence, preferably including tractor experience.

Aeronautical radio qualification, or willingness to obtain.

Knowledge/Experience

Minimum requirement for the role:

10-11 years

Needs to draw on extensive specialised experience normally gained through professional qualifications and significant post graduate experience.

Further information:

Relevant aviation industry knowledge. Asset management and maintenance scheduling experience. Task management, scheduling, prioritisation, delivery and tracking, and delegation. Knowledge of CAA Requirements, including Part 139 principles and supporting advisory material is highly desirable.

Attributes

Self starter, with excellent self management and the ability to often work unsupervised remotely.

Exercises sound judgement, maintains a commanding presence, and remains calm under pressure, especially in emergency situations.

Interpersonal skills with experience dealing with multiple stakeholders, briefing and supervising contractors, and conflict resolution.

Practical, solutions-focused and attentive to detail, while retaining a strategic and long-term perspective.

Competent with corporate information systems, asset records, mapping and routine office applications.

Skills

Communicates clearly in person and in writing, including operational instructions, safety bulletins, and reports

Previous experience in managing budgets and expenditure.

Demonstrated experience in project management and administration, and risk management and investigations.

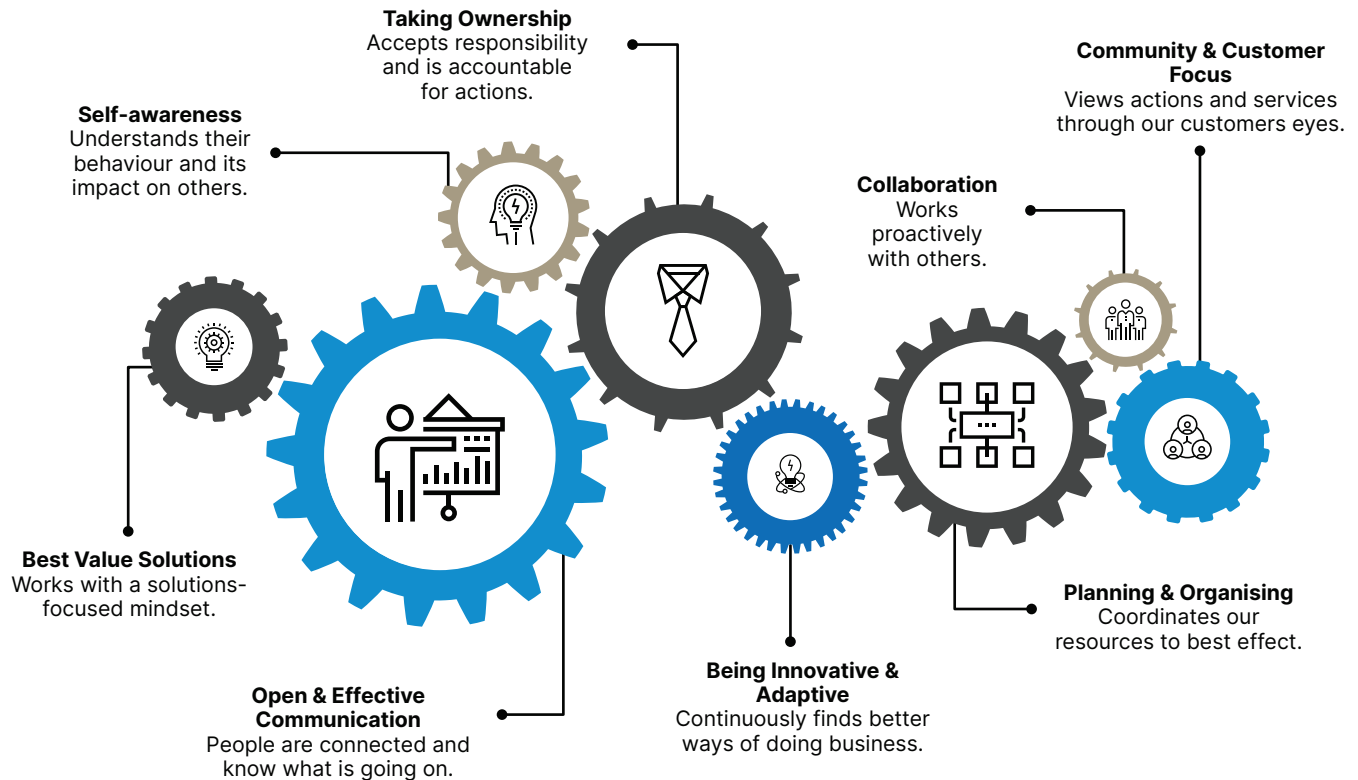
Experience working in local government, especially managing meetings and administration, is highly desired.

Understanding of property, leasing, planning, building, environmental, hazardous substances and general compliance is desirable

Development of communications materials or coordinating communications teams.

Ability to operate relevant plant or equipment safely, or willingness to obtain appropriate competency, is desirable.

Core Competencies



Key Requirements for all Council Staff

- ✓ Embrace principles contained in Tā Mātou Mauri, model the Council's values and continuously seek self-improvement regarding our core competencies.
- ✓ Participate in Civil Defence training programmes and exercises and assist effectively in disaster recovery and business continuity planning.
- ✓ Take reasonable care for the health and safety of yourself and others at the WDC (including visitors, volunteers, contractors, and general public). Comply with any reasonable health and safety instruction, policy or procedure and ensure that all hazards, risks and incidents in the workplace are reported.
- ✓ Manage information of all activities within the Council's corporate business and information systems according to information management policies and procedures.
- ✓ Ensure that proper account of tikanga Māori and the Treaty of Waitangi is taken in all activities.
- ✓ Maintain an effective partnership with mana whenua as provided for in our agreements and understandings between Council and Te Ngāi Tūāhuriri Rūnanga.

Amendments to Position Description

From time to time it may be necessary to consider changes in the Position Description in response to the changing nature of our work environment – including technological requirements or statutory changes.

Position Description approved by

Duncan Roxborough

Date

September 2026