

KARRATHA is CALLING

Airport Reporting Officer

Base Salary: \$99,156 - \$105,103 per annum plus super
Housing and Relocation packages available

The City of Karratha is seeking an Airport Reporting Officer to join our Airport Operations team. Reporting to the Airport Operations Team Leader, you will be responsible for maintaining airport safety, security and compliance in accordance with Civil Aviation Safety Regulations (CASR) Part 139.

This diverse role combines operational oversight, infrastructure maintenance, stakeholder engagement, wildlife management and emergency response, ensuring the efficient day-to-day operation of Karratha Airport.

This is an excellent opportunity for someone looking to build a rewarding career within a dynamic aviation environment where no two days are the same. This Position works 76 hours per fortnight.

What you'll be doing:

- Conduct airside inspections, patrols and reporting activities to ensure airport compliance and operational safety.
- Monitor and enforce airport security, access control, safety procedures and regulatory requirements.
- Maintain airport infrastructure and operational assets, including runways, taxiways, lighting systems and fencing.
- Coordinate and oversee airside works, liaising with contractors, tenants, airlines and government agencies.

What We're Looking For

- Experience or demonstrated knowledge of Airport Reporting Officer responsibilities, airport operations and aviation safety requirements.
- Strong communication, stakeholder engagement, investigation and report-writing skills.
- Ability to interpret and apply regulations while effectively managing competing priorities in a safety-critical environment.
- Current C Class Driver's Licence and the ability to obtain an ASIC, Aircraft Radiotelephone Operator Certificate and Corporate Firearms Licence.
- Relevant qualifications and/or experience in aviation operations, compliance, emergency management or a similar field.

Why Join Us?

- 6 weeks annual leave and 13% superannuation
- Allowances of up to \$25,103 per annum
- Enjoy your own Free individual membership to our recreation centres and pool facilities, and access \$500 of Salary Sacrifice arrangements that can be used for specific programmes or family memberships
- Up to \$3,000 per year for approved study relevant to your role
- Employee Assistance Program (EAP) for confidential wellbeing support
- Housing & relocation packages negotiable for employees residing in Karratha