



Projects Coordinator - Electrical

About Brisbane Airport Corporation

Brisbane Airport Corporation Pty Limited (BAC), the operator of Brisbane Airport (BNE), is a proud, private, un-listed Queensland company, employing thousands of Queenslanders and creating economic opportunities for the state and city of Brisbane equating to more than \$4 billion annually.

Operating 24 hours a day, seven days a week, BNE has two major Terminals accommodating 33 airlines flying to 83 domestic and international destinations. It is a suburb in its own right, the largest capital city airport in Australia by land size (2,700 hectares) and the third-largest airport in Australia by passenger numbers with more than 23.4 million passengers travelling through the airport in FY18.

More than 425 businesses are located at BNE, servicing a diverse range of industries offering services such as freight and aircraft handling, warehousing, transport and communications, manufacturing, research, property and infrastructure development, education and training, recreation, tourism, accommodation, leisure and retail. Collectively these businesses employ nearly 24,000 people, a number expected to exceed 50,000 (the size of a regional town) by 2034.

With passenger numbers forecast to more than double by 2034, since FY12 BAC has invested \$1.7 billion building critical infrastructure, with a further \$1.8 billion worth of infrastructure to be delivered between FY18 – FY22.

Projects to be delivered include a new runway, new multi-level car park and walkway facilities, road terminal expansions, terminal redevelopments, new apron and taxiways, road and cycling path upgrades and a number of new commercial buildings.

About the Position

We are currently looking to recruit a **Project Coordinator - Electrical** to be responsible for project managing and delivering minor engineering and infrastructure projects to the required standards and within approved goals, budget and Corporation policies. The Project Coordinator Electrical is also responsible for representing the Capital Team Section on all major projects to ensure the requirements and standards of the Capital Team Section are met on all major projects.

Key deliverables associated with this role include project delivery, compliance with WH&S policies & procedures, data accuracy as well as stakeholder relationships.



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Tasks and Responsibilities

- Project manage and deliver minor engineering and infrastructure projects through undertaking the following:
 - Investigate, develop and implement mechanical engineering and related projects under general guidance and minimal supervision
 - Undertake project management activities' including scoping, planning, design, documentation and control as well as technical guidance and supervision with respect to airport projects
 - Liaise closely with customers, contractors, consultants and other authorities on project-related matters
 - From concepts, undertake project design tasks in area of specialist expertise and prepare contract documentation
 - Technically oversee, direct and check work in area of specialist expertise including field inspections of works in progress and supervision of projects
 - Coordinate consultants and contractors on project delivery to ensure timely cost effectiveness
 - Liaise with others at a project level including the processing of PTCW
- Represent the Building Projects and Systems Section on all major projects including but not limited to:
 - Participate in all project site meetings
 - Represent the Building Projects and Systems Section in all commissioning and hand over manuals
 - Ensure all necessary details including asset information and manuals are of a high standard and are handed over to the Building Projects and Systems Section
 - Participate in the design phases of all major projects
 - Liaise with the relevant Building Facilities Coordinators to determine their requirements across various projects
 - Review detailed designs, providing overview and feedback to relevant members of the Building Projects and Systems Section
 - Coordinate all defects liability issues
- Foster and maintain communication and collaborative partnerships with internal departments, customers and applicable external agencies to facilitate achievement of the division's operational objectives



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Experience & Qualifications

Essential

- Trade certificate or relevant TAFE or University qualification
- Previous experience managing Projects up to \$0.5 Million in size
- Minimum 5 years' experience in the supervision of contractors
- Prior demonstrated experience utilising facilities maintenance computer systems (i.e. Maximo, Central Maintenance Systems & Business Maintenance Systems)

Preferred

- Approved Certificate or Associate Diploma of Engineering from a University or College of TAFE
- Good knowledge of airline and airport industry preferred
- Relevant project management qualifications

Knowledge & Technical Proficiency

- Knowledge of rules and regulations pertaining to electrical systems
- Knowledge of safety procedures
- Sound knowledge of the relevant SAA rules pertaining to assets maintained

This is an opportunity to join a company which is already a leader in its field in Australia and use your skills, experience and enthusiasm to help continue our successful growth. BAC is a forward thinking organisation, which is supportive of innovation and has a unique positive working environment.

Please note, Brisbane Airport Corporation (BAC) reserves the right to close the applicant portal prior to the listed closing date.

If you believe you have the drive and experience to succeed in this exciting role, please click [here to apply now.](#)