



## ***THE GLIDING FEDERATION OF AUSTRALIA INC***

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### **SECTION 1 – POSITION DESCRIPTION**

**Title:** Regional Technical Officer/Airworthiness (RTOA)  
**Group:** GFA Airworthiness Department  
**Location:** All States  
**Reports to:** Chairman Airworthiness Department  
**Subordinate:** Nil

### **SECTION 2 – TASKS DESCRIPTION**

The role of the Regional Technical Officer/Airworthiness (RTOA) is to provide technical expertise in the governance of CASA Airworthiness delegations, aircraft certification, aircraft registration, and aircraft maintenance and safety matters, monitoring of the annual inspections (Form 2) defect reports and maintenance standards. He/she will monitor and analyze trends to warrant that GFA safety management objectives are not breached.

As a GFA volunteer Regional Technical Officers are covered by the GFA Contingent Liability Insurance (\$10,000,000 @ 2009).

The RTOA provides accident investigations support as required, to the Chairman Airworthiness Department and the Chief Technical Officer Operations.

He/She manage, plan and assist with the promotion and organisation of Regional Airworthiness Schools, Inspector Meetings, in cooperation with his/her Regional Committee and Chairman Airworthiness Department and the GFA Secretariat.

To alert club Airworthiness Administrators, Club Committees or the managers of Commercial Gliding Organisations of any deficiencies in airworthiness standards or of any points of overload among Airworthiness Inspectors in the area.

#### **The Role in Context**

The GFA is a complex organization servicing 2,400 members across 86 clubs nation-wide who operate some 900 gliding aircraft. The GFA is required to manage all aspects of the sport including operational safety standards and aircraft registration to the satisfaction of the Civil Aviation Authority (CASA). The financial turnover in 2007/08 was in the order of \$900,000. There are presently 6 salaried staff, 13 GFA Board/Executive members and another 40-plus volunteer regional GFA staff throughout Australia.

The resources of the Airworthiness Department comprise the STOA (a salaried part-time position) and volunteer RTOA's (currently 13 nation-wide). In addition the Airworthiness Department also receives administrative support from the staff of the GFA Secretariat.

Gliders on the GFA aircraft register cover a broad spectrum of types, including motor gliders, from a

variety of manufacturers as well as home-built. Aircraft range from new types, to vintage gliders manufactured up to 60 years ago. Construction materials include wood, metal and plastic composites (fibreglass, carbon fibre, Kevlar, etc) and the Department is required to administer airworthiness issues across each and every aircraft type.

### **SECTION 3 – OPERATING ARRANGEMENTS FOR THE ROLE**

This is a volunteer position recommended by the State Association and the Chairman, Airworthiness Department and ratified by the Board. As a GFA volunteer, Regional Technical Officers are covered by the GFA Contingent Liability Insurance (\$10,000,000 @ 2009).

### **SECTION 4 – KEY RESPONSIBILITIES**

The principal job elements for this role are:

- Administration
- Safety
- Technical
- Communications
- Reporting

The RTOA will work closely with the Department Chairman, and STOA's and the Civil Aviation Safety Authority (CASA) as required. The RTOA must establish effective working relationships with sailplane repair organizations, and GFA Club maintenance officers and associated external organizations such as RAAUS (Recreational Aircraft Australia).

Under direction and supervision from the Chairman Airworthiness Department the RTOA is responsible for the effective administration of the following functions:

1. To visit each gliding club within the area at least once every two years to ascertain that an adequate standard of aircraft maintenance and airworthiness record keeping are being maintained.
2. To alert club Airworthiness Administrators, Club Committees or the managers of Commercial Gliding Organisations of any deficiencies in airworthiness standards or of any points of overload among Airworthiness Inspectors in the area.
3. To ensure that an adequate standard of Daily Inspections and Daily Inspector training are being maintained.
4. To promote airworthiness awareness, improved standards and advances in the airworthiness field.
5. To carry out any airworthiness and accident related investigations for the Chairman Airworthiness Department and, to assist the Chief Technical Officer Operations as required from time to time.
6. To plan and assist with the organisation of Regional Airworthiness Schools and Inspector Meetings, in cooperation with his/her Regional Committee and the GFA Secretariat.
7. Assist the Chairman Airworthiness Department in maintaining a current register of Airworthiness Inspectors, authorised persons and Club Airworthiness Administrators

operating in his/her area. The register should include a list of addresses and telephone numbers and a record of each inspector and authorised person's, authorisations.

8. To attempt to acquire a good understanding of the ability and quality of each inspector in the area. He/she may appointment new inspectors and/or for the varying/review their qualifications.
9. To maintain a list of sailplanes normally are operating in the area, each with a file containing the current Glider/Powered Sailplane Maintenance Record and any correspondence relevant to that sailplane.
10. To advise the Chairman on airworthiness surveys and coordinate life extension inspections and the outcomes thereof.
11. To assist with and advise on airworthiness problems within his/her area, within the limits of available time and ability.
12. To keep track of and maintain any Regional Committee or GFA owned airworthiness equipment in his/her area.
13. To cooperate with and assist the Regional Technical Officer Operations (RTO (Ops)) on matters of mutual and overlapping interest.
14. To regularly report on his/her activities to the GFA Regional Committee and to the Chairman Airworthiness Department.