

## Maintenance Representative

Reports to: Maintenance Supervisor  
Division: Everts Air Cargo

Department: Maintenance  
Station: As Assigned

---

### Job Summary:

Act as the primary maintenance representative for the aircraft while in the air and on the ground. Manage daily aircraft maintenance responsibilities; receive incoming aircraft, screen the Flight Log for entries and implement corrective actions as required. Review and report items under the Mechanical Reliability Report procedures. Review DMI log and correct all discrepancies that parts and time permit.

### Lead Duties:

1. Assure the continued airworthiness of company aircraft at all times in accordance with the FAR's and provisions of company maintenance manuals. Discover and examine any condition affecting airworthiness. Report the situation to Maintenance Control and correct it prior to next flight. Coordinate with Maintenance Control as necessary. Protect at all times the best interest of the company and its property.
2. Ensure all precision tools, measuring devices and test equipment used have been calibrated and do not exceed calibration due time.
3. Closely monitor/or perform services, maintenance, and inspections being performed on company aircraft and ensure the proper references, manual forms or records are available and are being used as specified. Assemble all forms, records and parts tags used in conjunction with the operation, including records of discrepancies found with corrective action taken, and ensure these reach the maintenance records section with minimum delay. Ensure repairable parts are tagged correctly and with accurate information. Submit log sheets and parts tags to the Records Department.
4. Assume responsibility for all work accomplished as indicated by signature on maintenance forms. Ensure all forms, work-scope and other maintenance documentation is properly annotated, signed-off and expeditiously forwarded to Records.
5. Assist contract agencies performing inspection and/or overhaul work in troubleshooting aircraft systems/component. Determine the proper course or corrective action to be taken relative to aircraft maintenance.
6. Monitor contract agencies performance particularly as it pertains to quality of workmanship, adherence to acceptable procedures and productive efficiency.
7. Perform material receiving function on parts, materials and equipment at locations where Quality Control personnel are not assigned.
8. Maintain a close control on all operations being performed. Prevent excessive costs and unnecessary duplication of labor. Check parts, hardware, supplies and materials being installed to be sure they are serviceable and acceptable within the meanings of FAR's and company manuals. Ensure all parts and materials are stored in an approved manner. Ensure fly away kit is stocked and replenished when required.
9. Review the flight log immediately on arrival at destination; if any discrepancies are found, inform the Director of Maintenance and Maintenance Supervisor by phone and scan. Review pilot complaints, log entries, and obtain clarification as necessary to ensure the entries provide sufficient information on which to base corrective action. Review DMI log and effect corrective action on all discrepancies. Coordinate with Maintenance Supervisor and Parts Department if any AOG items are needed.
10. Assist in the loading/unloading of the aircraft and communication with Company personnel.
11. Be thoroughly familiar with the provisions of the General Maintenance Manual.
12. Attend all Company training classes as assigned by the Director of Maintenance.

13. Work with the flight crew, ensure all departing aircraft are safe in accordance with FARs and company/manufacturer manuals and all work performed is properly documented.
14. Fly on flights that RON (rest over night) at another airport, at the request of the captain and/or for maintenance-related issues.
15. Utilize time clock software to document hours.

### **Essential Functions:**

- Supporting goals activities and programs that enhance company objectives.
- Conducting activities in accordance with company practices.
- Administering policies consistently throughout the company.
- Working independently and is responsible for complex assignments.
- Effective time management skills.
- Excellent written communication skills.
- Must have a working knowledge of Company Maintenance General Policies and Procedures Manual.
- Requires an understanding of FAR's.
- Requires an understanding of the objectives of the contract for which service is being provided.
- Minimum of two (2) years, proven line maintenance experience on DC-9/MD-80 aircraft preferred.
- High School Diploma or equivalent.
- Must successfully complete a DOT/FAA pre-employment drug screen and a DOT/FAA compliant background check.
- Ability to clearly communicate with customers and co-workers; stand, bend, and reach in order to maintain files; sit for extended periods of time; and comply with ATI attendance requirements.
- Shall hold a valid Airframe and Power plant license (FAR 121.36a and 121.378a)
- Shall have and maintain a current, valid passport.

### **Additional Responsibilities:**

#### Authority and Responsibility

1. Supervise and direct non-certified mechanics.

#### Safety

1. Comply with all safety aspects of your position.
2. Be familiar with the Company's Safety Management System (SMS) and Occupational Safety Manual (OSM).
3. Follow all Company practices and procedures.
4. Contribute to the Safety Culture of the Company.
5. Keep your work areas clean and free of hazards; correct unsafe conditions when encountered and report those that you can't personally correct to a supervisor.

#### Security

1. Maintain employee vigilance and report all security concerns.

**Physical Abilities:**

The Physical requirements indicated below are examples of the physical aspects that this position must perform in carrying out essential job functions.

1. Sufficient physical ability, strength, mobility and stamina to lift, carry, push or pull objects which may frequently exceed 70 pounds in a series of functional tests which clearly simulates the work environment.
2. Sufficient physical ability, strength, mobility, and stamina to drive a vehicle, bend, stretch, stand, knee, walk and extend legs.
3. Ability to reach horizontally and vertically with arms. Sufficient dexterity to manipulate small objects and print or write legibly.
4. Shall perceive the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.
5. Physical ability to sit for extended periods of time.
6. Ability to work in extreme or adverse weather conditions.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

**License(s):**

1. Valid Driver’s license
2. Airframe and/or Powerplant License (FAR 121.36a and 121.378a)
3. Current, valid Passport

**Qualifications:**

1. Requires the ability to understand and retain information provided verbally and written.
2. Requires knowledge of machines and tools, including their designs, uses, benefits, repair, and maintenance.
3. Requires manual dexterity to assemble and disassemble intricate assemblies.
4. Requires standing on hard surfaces, floors, ladders, and work stands for extended periods of time.
5. Requires possession of a Smartphone.
6. Requires partial uniform of shoes/boots and black pants. Company will provide white shirt, epaulettes, and coat.
7. Requires ability to travel and be away from home for extended periods.

*This job description in no way states or implies that these are the only duties to be performed by this employee. He or She will be required to follow any other instructions and to perform any other duties requested by his or her supervisor.*

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Employee Printed Name \_\_\_\_\_