

## **Turbine Maintenance Planner**

Reports to: Turbine Programs Manager  
Division: Everts Air Cargo

Department: Maintenance  
Station: FAI

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### **Job Summary:**

Assists Turbine Programs Manager with planning of scheduled maintenance on all EAC turbine powered aircraft. This includes, but is not limited to, parts acquisition, technical research, manpower recommendations and contract preparation when utilizing essential maintenance providers.

### **Essential Functions:**

1. Planning of scheduled maintenance on all turbine aircraft. This includes, but is not limited to parts ordering, technical research, arranging contract labor, and providing end user resources required to complete the task at hand.
2. Periodic review of Maintenance Bulletins.
3. Periodic review of MRB documents.
4. When qualified, the Turbine Maintenance Planner is authorized to perform maintenance, preventative maintenance and alterations on company equipment as required and make appropriate entries into Aircraft Logs for the work they perform. (14 CFR Part 121.369(a))
5. At the request of the Turbine Programs Manager, complete data entry for Engine Trend Monitoring.
6. Supervise, train, and assist mechanics as needed in troubleshooting, research parts, task cards during service checks, and CAMP inspections on Turbine Aircraft.

### **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 and report any Safety Hazards.
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. Ability to reach horizontally and vertically with arms. Sufficient dexterity to manipulate small objects and print or write legibly.
2. 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.
3. Physical ability to sit for extended periods of time.
4. Requires the ability to be sedentary for extended periods of time.
5. 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.

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 Powerplant License

**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.

*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\_\_\_\_\_