

L48 Flight Mechanic Supervisor

Reports to: Director of Maintenance
Division: Everts Air Cargo

Department: Maintenance
Station: L48 Laredo, TX

Job Summary:

The Flight Mechanic Supervisor will provide supervisory direction, oversight and leadership of daily aircraft maintenance, GSE, as required, parts, receiving and shipping. This individual will ensure efficient maintenance staff production, coordination, and communication. He will interact closely with Maintenance Leadership, Purchasing, Parts Load Control and Flight Following in support of the L48 On-Demand Charter Sales, This individual will make informed decisions regarding aircraft planning, maintenance scheduling and implementation, parts purchasing, shipment and receipt, employee staffing and facility maintenance.

Essential Functions:

1. Ensure all maintenance and inspection procedures performed are accomplished in accordance with company manuals, FAR's and other approved procedures. Maintain a current working knowledge of mandated requirements. Maintain high degree of cost and exposure control.
2. Participate as a member of the L48 Aircraft Planning Team to forecast availability, plan and schedule maintenance, and communicate status, availability and planning of aircraft to all departments. Maintain Status Board and ensure effective, timely communication with all concerned regarding aircraft status.
3. Manage L48-Laredo based maintenance, ramp operations, facilities, and GSE maintenance to include issuing priorities for L48 Inflight Mechanics, identifying and scheduling needed maintenance, ensuring appropriate labor and resources are available to meet daily operations and long term planning. Ensure Turn-over-Logs are relevant, effected and completed in a timely manner.
4. As requested, assist with recruiting; interviewing, screening. As requested, assist with employee supervision, training, discipline, coach and reviewing of L48 Flight Mechanics.
5. Develop, implement and upkeep the facility to include Parts Storage and Inventory Control, Maintenance Equipment, Cleanliness, Organization, Security, and Safety. Act as Safety Officer and assist as required with audits and oversight. Coordinate building maintenance to include identifying needed maintenance, providing labor to accomplish maintenance, and requesting assistance and required resources.
6. As required, utilize time clock resources to manage schedules and overtime, approval, corrections and exposure measures.
7. As requested, select, initiate and manage contract line maintenance.
8. Travel as required to accomplish oversight of L48 Flight Mechanics and Laredo Maintenance facility.
9. Maintain a current knowledge of all Maintenance Bulletins.
10. As required, be responsible for the recall of all calibrated tools in L48.
11. Where qualified, the L48 Flight Mechanic/Facility Maintenance Supervisor is authorized to perform maintenance and alterations on company equipment as required and make appropriate entries into Aircraft Logs for the work performed. (14 CFR Part 121.369(a))
12. Will be available for consultation and decision making, on matters requiring instruction or deliberation from a higher authority than that of the persons performing the work.
13. Responsible for the oversight of the L48 Line Station parts/stockroom to include coordination for needed supplies, proper shipping and storage, and FAA regulatory compliance. Will ensure proper processing and storage of serviceable of spare parts, and maintain a close working relationship with FAI parts and purchasing department. Responsible for the oversight of aircraft ramp operations, and aircraft parts/materials in L48 line stations as required.
14. As required, provide training for L48 flight mechanics, by coordinating with the Training Department

to accomplish initial, recurrent and supplemental training.

15. As required, responsibility for coordination with Human Resources/Payroll for correct and timely completion of paperwork.
16. Coordinate with the Inspection Department to assure the completion of all inspection items, procedures and completion of all paperwork in accordance with Company Manuals.
17. Participate as a flight mechanic as needed, and assist with the personnel rotation in L48.
18. Where qualified and authorized, operate company 135 aircraft in support of L48 maintenance; including but not limited to: picking up and delivery of parts/maintenance personnel to any AOG aircraft, transporting parts to and from the Texas facilities, and other support functions as needed.
19. Perform other duties as assigned or as the situation dictates.

Additional Responsibilities:

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.
6. Conduct periodic safety audits.
7. Conduct periodic Internal Evaluation Program (IEP) audits.

Security

1. Maintain Alternate Aircraft Operator Security Coordinator (ALT ASOC) status and ensure any needed TSA level Security training is conducted for Everts Air employees.
2. Become an Everts Air Signatory at your Part 139 airfield and ensure all Security badging and vehicle registration and labeling requirements are met.
3. Maintain employee Security vigilance and report all Security concerns. Ensure the access to the Secure Areas of the airport under your control are protected at all time.
4. Ensure Everts Air facilities, equipment and employees stay in compliance with the Part 139 airfield and TSA Security regulations and procedures.
5. Maintain your Ground Security Coordinator (GSC) qualification and ensure all areas under your control are Inspected once daily for any security issues. This must be logged in and documented.
6. Assist any flight crews with Customs issues at your Part 139 airfield.
7. Maintain a good relationships with your Part 139 airfield police and fire rescue services and attend their Security meetings as scheduled.

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.

Qualifications:

1. Requires a minimum of 3 years prior supervisory experience preferred, indicating prior advancement during this period.
2. Knowledge of machines and tools, including their designs, uses, benefits, repair, and maintenance.
3. Requires the ability to understand and retain information provided verbally and written.
4. Requires a highly organized, detail oriented, self-motivated person that is comfortable with frequent changes.
5. Requires demonstrated technical expertise, sound judgment, effective evaluation skills, and the ability to promote positive interaction with and between company personnel and management.
6. Must be methodical but flexible, analytical but practical, and able to work in a team.
7. Ability to lead employees through periods of growth and change.
8. Ability to travel and be away from home for extended periods.
9. Ability to work in extreme weather conditions.
10. Requires possession of a Smartphone.
11. Requires partial uniform of shoes/boots and black pants. Company will provide white shirt, epaulettes, and coat.

Environmental Conditions:

1. Requires the ability to work in extreme weather conditions.

License(s):

- Valid Driver's license
- Airframe and/or Powerplant License
- Current, valid Passport

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 _____