

Maintenance Control Supervisor

Reports to: Director of Maintenance
Division: Everts Air Cargo

Department: Maintenance
Station: FAI

Job Summary:

Maintenance Control maintains constant awareness of aircraft operational requirements and essential maintenance required for the continued airworthiness of aircraft. Maintenance Control will know the airworthiness condition of all aircraft at all times and will monitor all current maintenance activities. Maintenance Control is the primary interface between Maintenance, Operations, and Flight Following to provide updates on aircraft status and coordinate aircraft availability based on maintenance schedules and demands.

Essential Functions:

1. Lead and direct the Maintenance Controllers to ensure mechanical delays that may occur are handled in a safe and expeditious manner, in accordance with Everts Air's General Maintenance Manual and applicable Federal Aviation Regulations.
2. Responsible to ensure that the quality of work performed by company mechanics and on-call maintenance providers is consistent with company policies and procedures.
3. Ensure all necessary Maintenance Control reports are properly completed and processed as required.
4. Review paperwork received for completion and accuracy, prior to aircraft release.
5. Review the GMM for policy accuracy and improvement.
6. Monitor the Mx Status Board for ETR and Advise times. Update as necessary.
7. Prioritize work that requires immediate action and be able to separate and parse out work which can wait until operational demand is reduced.
8. Manage recovery efforts for abnormal/unscheduled maintenance operations.
9. Complete all required training for assigned duties. Maintain currency in all required training.
10. Coordinate the movement of spare parts for the repair of Everts aircraft with the Parts Department.
11. Review fly-away kit inventory reports and identify potential shortages. Ensure on-hand quantities of critical and routine items in the fly-away kits do not go to zero-balance.
12. Monitor all maintenance and flight crew reports. Inform the Chief Inspector of items that require Service Difficulty Reports. (14 CFR 121.703)
13. Perform other duties as assigned.
14. Build an organizational culture in which passion for continuous improvement is innate.
15. Ensure adherence to procedures that promote the health and welfare of all employees.
16. Promote the mission, vision, and values that the Company has developed, and ensure adherence to the Everts leadership manual and employee handbook.

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.

Security

1. Maintain employee vigilance and report all security concerns.

Administrative

1. Build an organizational culture in which passion for continuous improvement is innate.
2. Ensure adherence to procedures that promote the health and welfare of all employees.
3. Promote the mission, vision, and values that the Company has developed, and ensure adherence to the Everts leadership manual and employee handbook.

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. Ability to perceive the nature of sound, near and far vision, depth perception, provide 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.

Licenses:

1. Airframe and Powerplant Certificate
2. Valid driver’s license
3. Valid passport

Qualifications:

1. Requires associate degree in aviation maintenance, or equivalent level of training.
2. Requires an aviation maintenance background with a minimum of 5 years’ experience in aircraft troubleshooting (preferably in systems, avionics, and powerplant); performing line maintenance; technical manuals, forms, and Airworthiness Directives; aircraft dispatch requirements; and aircraft systems training.
3. Requires excellent written and verbal communication skills.
4. Requires excellent interpersonal skills.
5. Requires competent computer skills and experience with MS Excel, Word, and Adobe.
6. Requires ability to stay focused and work under pressure.
7. Prefer MD-80/DC-9 Gen Fam, systems, avionics, and powerplant experience.

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.

Tatonduk Outfitters Limited (Dba Everts Air Cargo; Dba Everts Air Alaska) shall abide by the requirements of 41 CFR 60. This regulation prohibits discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities and prohibits discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity or national origin. Moreover, this regulation requires that Tatonduk Outfitters Limited (Dba Everts Air Cargo; Dba Everts Air Alaska) take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status.

Employee Signature _____ Date _____

Employee Printed Name _____