

## Parts Repairable Clerk

Reports to: Parts Supervisor  
Division: Everts Air Cargo

Department: Parts  
Station: FAI

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### Job Summary:

Manage repairable parts for Part 121, 125, and 135 certificate aircraft on a daily basis. Prepare repair order paperwork and maintain filing / records of repair orders.

### Essential Functions:

1. Collect all repairable parts from station on hangar floor after green tag has been initialed by the maintenance supervisor. Also collect any items sent from other work locations.
2. Store identical parts together in an orderly fashion. Sub-locate parts when necessary.
3. Determine parts to be sent out for repair by counting serviceable parts on the shelf versus what is already out for repair.
4. Prepare parts to be sent out to vendors by ensuring part is clean, drained of all fluids, and any attachments removed.
5. Verify information on Green Tag coincides with information on part data plate.
6. Prepare a company repair order (M-10) for parts / tools requiring repair or overhaul. Utilize CALM database to enter repair order information. Provide M-10 to Parts Supervisor for review.
7. All parts / tools requiring shipment to vendors will be boxed and prepped for shipment via FedEx, UPS, USPS, or COMAT. In-house repairs will be hand delivered to appropriate Everts Air Cargo back shop. Approved M-10's will be sent out with parts / tools for repair.
8. Contact vendors periodically for status updates of parts / tools out for repair and to make any requests needed by the maintenance department when items require a quick turn.
9. Locating unique parts on occasion from various Everts Air Cargo storage areas when normal means of acquiring parts is not available.
10. Maintain component serial number assignments through logbook located in Parts Supervisors office.
11. Enter Maintenance Timecard data into CALM database.
12. Assist with expediting as needed.
13. Maintain cleanliness of work area by cleaning up any spilt fluids and ensure room / shelves are kept neat in appearance and orderly.
14. Build an organizational culture in which passion for continuous improvement is innate.

### Additional Responsibilities:

#### Safety

1. Comply with all safety aspects, specific practices and procedures of the work scope and position(s).
2. Be familiar with the Company's Safety Management System (SMS) and Occupational Safety Manual (OSM).
3. Contribute to the Safety Culture of the Company and report any Safety Hazards.
4. Required to learn and understand Dangerous Goods Transportation requirements.
5. Keep your work areas clean and free of hazards; correct unsafe conditions when encountered and report those, that you are unable to personally correct, to a supervisor.

#### Security

1. Comply with all security practices, policies, and procedures as trained.
2. 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.

**Qualifications:**

1. Requires the ability to understand, retain, and deliver information verbally and written.
2. Requires good organizational, attention to detail, and record keeping skills and also the ability to maintain current and updated information. Requires the ability to input and retrieve information from a database.
3. Must be able to perform multiple tasks simultaneously, such as talking on the phone, data entry and data retrieval.
4. Must have a valid driver's license and clean driving record.

*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.*

Everts Air Cargo is an Equal Employment Opportunity Commission compliant (EEOC) employer.

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

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