

Maintenance Planner

Reports to: Maintenance Control Supervisor
Division: Everts Air Cargo

Department: Maintenance
Station: FAI

Job Summary:

The Maintenance Planner plans both short- and long-range maintenance events, performed by EAC and MROs, to meet traffic operations, Company, and FAA requirements, in order to ensure a smooth, efficient flow of work. 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 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. Assemble and ensure Aircraft Inspection Packages are completed correctly as directed per EAC GMM 4.3.12.
3. Coordinate long-term forecasting of all major maintenance events, to include unscheduled maintenance as well as lettered checks, engine changes, and Airworthiness (AD) tracking.
4. Periodic review of Maintenance Bulletins. Research and monitor Airworthiness Directives and Service Bulletins for effectivity for EAC aircraft. Ensure work scopes and parts are available to comply with ADs and SBs in a timely manner.
5. Review MRB documents and manufacturers recommended maintenance programs to ensure changes are incorporated into applicable EAC specific maintenance manuals.
6. Establish and maintain a history of each manufacturer recommended task that is not incorporated into the EAC Continuous Airworthiness Inspection Program and the reason it was not incorporated.
7. Analyze and recommend adding, deleting, or changing task intervals, or inspection depth based on actual operating experience, manufacturers recommendations or airworthiness directives. Identify and define tasks that are alike in nature, work area, or content for possible consolidation.
8. Oversee all maintenance planning, which may include regular meetings with maintenance supervisors and department heads.
9. Verify and audit work scopes and are complete for aircraft going into conformity or check.
10. Serve as point of contact for the bridging of newly acquired aircraft into the EAC maintenance program.
11. Oversee and monitor all turbine engine trend data input, perform engine trend data analysis, Engine Health Monitoring (EHM).
12. Assist with DC-9 Illustrated Parts Catalog (IPC) and Aircraft Maintenance Manual (AMM) revisions.
13. Be thoroughly familiar with all company manuals and AD notes. Inform Director of Maintenance and Chief Inspector of AD status applicable to EAC aircraft.
14. Perform data entry for DC-9 and MD-80 series Tire and Brake Report.
15. When qualified, the Turbine Maintenance Planner is authorized to perform maintenance, preventive 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))
16. Other duties as assigned.

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.

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.

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. Airframe and Powerplant license
- 2. Valid Driver’s license

Qualifications:

- 1. Minimum of two years of aviation maintenance experience.
- 2. Knowledge of administrative and clerical procedures, work processing systems/software, managing files and records, designing forms and other office procedures and related terminology.
- 3. Ability to maintain confidentiality in all aspects of employment, including file and record maintenance.
- 4. Knowledge of technology used for training purposes or possess an interest in learning the technological methods used in training.

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 _____