

## **Maintenance Controller**

Reports to: Maintenance Control Supervisor  
Division: Everts Air Cargo

Department: Maintenance  
Station: FAI

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### **Job Summary:**

The Maintenance Controller is responsible to the Maintenance Control Supervisor for managing mechanical irregularities. Maintenance Control will work with Maintenance, Maintenance Planning, and Flight Following to coordinate the scheduled workload for all maintenance bases. 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. Ensure that mechanical delays that may occur are handled in a safe and expeditious manner in accordance with Everts Air's General Maintenance Manual.
2. Coordinate with Flight Following and Maintenance, as required, to expedite aircraft return to service.
3. Control and track all Deferred Maintenance Items, following up with stations, as applicable. Ensure all deferrals are accomplished in accordance with company manuals and Federal Aviation Regulations.
4. Complete and distribute all applicable forms and documents in accordance with procedures set forth in company General Maintenance Manual.
5. Prioritize work that requires immediate action and be able to separate and parse out which can wait until operational demand is reduced.
6. Provide tracking of parts and equipment while that are in transit to an AOG aircraft.
7. Update the Mx Status Board for all aircraft.
8. Continually review the MEL for all fleet types and make recommendations for process improvement.
9. Responsible for all aircraft maintenance work performed.
10. Ensure that the quality of work performed by company mechanics and on-call maintenance providers is consistent with company policies and procedures.
11. Manage recovery efforts for abnormal/unscheduled maintenance operations.
12. Complete all required training for duties as a Maintenance Controller. Maintain currency in all required training.
13. Ensure on-hand quantities of critical/routine items in the fly-away kits do not go to zero-balance.
14. Review inventory reports and identify potential shortages.
15. Monitor and report to Chief Inspector all maintenance and flight crew reports for items that require Service Difficulty Reports. (14 CFR 121.703)
16. Evaluate the effectiveness of the Maintenance Program in all of its applications, routine, and non-routine maintenance, and alert the Director of Maintenance and the Chief Inspector of program defects and deficiencies.
17. Perform 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.
- 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. 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.

**Licenses:**

- 1. Airframe and Powerplant Certificate.

**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; 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 proficient computer skills.

*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 \_\_\_\_\_