

INSPECTOR

Reports to: Primary – Chief Inspector
Secondary – Vice President of Maintenance

Department: Inspections
Station: FAI

Division: Everts Air Cargo

Job Summary:

Inspects company aircraft and components for safe and reliable flights.

Essential Functions:

1. Inspect aircraft and components. Perform scheduled inspection and document discrepancies. Perform RII inspection of tasks requiring special inspection. Inspect Engine Shop, Parts Department, Accessories Shop, and Avionics for compliance with manuals. Act as a liaison between maintenance department and Chief Inspector. Perform follow-up inspections on completed discrepancies.
2. Meet arriving and departing aircraft to discuss with the Flight personnel the maintenance required or accomplished on the aircraft.
3. Perform airworthiness release. Determine that the aircraft log entry was prepared per EAC manuals. Determine that the work was performed per company manuals. Determine that all RII items were inspected by an authorized person. Determine that no known condition exist that would make the aircraft unworthy for flight. Determine that, as far as work is performed, the aircraft is safe for operation and release.
4. Perform receiving inspections. Inspect part, component, or material for damage, conformance to standards, and applicability. Inspect documentation on part for legality and conformity to build specifications. Confirm TSO on applicable parts per company manuals and operational specifications. Release parts for service. Assign appropriate tags to items as needed (Serviceable or Blue inspect before use).
5. Update aircraft records. Review daily log sheets for completeness and entry of data into RAAS and aircraft records. Review of scheduled inspections and aircraft records. Filing of inspections and aircraft records and review for completeness before issue to maintenance.
6. Perform airworthiness release. Monitor RAAS daily for record accuracy.
7. Conduct vendor audits and inspections. Audit vendor facility for conformance to FAA standards. Train vendor employees on company manuals and procedures. Perform inspections of components being repaired by vendors. Inspect manuals, operational specifications, equipment, and tooling for revision status and calibration.
8. Bridge inspection for new aircraft. Inspect records and prove AD compliance and AD status of aircraft. Prove inspection status of aircraft and write-up inspections to be performed. Verify components TSO and TBO status and verify documentations of parts. Perform inventory of aircraft and compile aircraft Master Inventory and Minimum Equipment List. Write bridging document and submit to FAA.
9. Perform CAS audits. Perform audit per tasking and instructions in the company's General Maintenance Manual. Compile data and discrepancies and present to the Chief Inspector.
10. Ensure all tools requiring calibration are within current calibration/date. Track all tooling calibration dates. Coordinate with maintenance department to have tooling sent out/removed from service when calibration is due. Ensure items in calibration lab are completed in a timely manner.

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.

Environmental Conditions:

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

License(s):

1. Airframe and Powerplant Certificate

Qualifications:

1. Requires the ability to understand and retain information provided verbally and written.
2. Requires knowledge of machines and tools, including their designs, uses, benefits, repair, and maintenance.
3. Requires standing on hard surfaces, floors, ladders, and work stands for extended periods of time.

This job description in no way states or implies that these are the only duties to be performed by this employee. The individual 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 _____