

FAI MAINTENANCE SUPERVISOR

Reports to: Primary – Assistant Director of Maintenance
Secondary – Director of Maintenance

Department: Maintenance
Station: FAI

Division: Everts Air Cargo

Job Summary:

Oversees and directs aircraft and maintenance at FAI hangar. This position involves the ability to make informed decisions regarding all maintenance performed. When necessary, performs functions of lead or A & P mechanic. A large part of this position is communicating the current maintenance plan to the floor mechanics, and conveying information from the floor to management, in an environment with shifting priorities. Coordinate with other departments (to include Inspections, Training, GSE, Parts, and others as needed) to ensure proper hangar operations.

Essential Functions:

1. Notify Maintenance Control, the Director of Maintenance, Assistant Director of Maintenance and Flight Control of aircraft status, grounded AOG aircraft and on-going aircraft maintenance. Communicate maintenance plans with hangar to ensure all are kept informed of shifting priorities. Coordinate with Training, Facilities, GSE, and Parts, as needed.
2. Supervise and direct leads, mechanics, and repairman, as well as contract and line maintenance.
3. Drive checks, projects, and line maintenance to completion, holding leads and mechanics accountable to projected timelines.
4. Conduct and direct OJT based on floor needs. Monitor and provide safety oversight for all personnel within hangar.
5. Coordinate with Training Department to ensure adequate number of employees are trained in specific Powered Industrial Vehicles.
6. Coordinate with the Chief Inspector to ensure the completion of all inspection items, procedures, and completion of all paperwork in accordance with Company Manuals.
7. Supervise all ramp operations, to include tow, taxi, and engine run events.
8. Oversee turnover log and shift turnovers.
9. Participates as a member of the Aircraft Planning Team to forecast availability, plan, and schedule maintenance, and communicate aircraft status, availability, and planning to all departments.
10. Assist ADOM to interview and hire new review floor level employees (A&P, repairmen, mechanic helpers) for FAI Maintenance. Coach/document and review floor level employees, with input from Leads. Elevate continuing concerns and assist ADOM with counseling's and disciplinary actions.
11. Periodically review Maintenance Bulletins. Maintain expert currency on the provisions of the General Maintenance Manual. Implement company policies and directives within work group.
12. Work with the Stockroom Manager regarding timely procurement of tools and adequate resources are on hand and maintained. Ensure proper processing and storage of serviceable spare parts.
13. Review and ensure that all paperwork is filled out, completed, and signed off properly, such as DMIs, Parts Tags, Logbooks, M-3s, etc., before sending to Records Department.
14. When qualified, the Maintenance Supervisor is authorized to perform maintenance, preventative maintenance, or alterations on company equipment; and will make entries into Aircraft Logs for work performed.
15. Conduct all maintenance and inspection procedures in accordance with Company Manuals or other approved standard procedures.
16. Maintain currency in all required training. Hold leads, A&Ps, repairmen, and helpers accountable to initial and recurrent training requirements.
17. Be available for consultation and decision making on matters requiring instruction or deliberation from a higher authority than that of the persons performing the work.
18. Assist the DOM and ADOM with other duties as delegated and 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.

Environmental Conditions:

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

License(s):

1. Airframe and Powerplant Certificate
2. Valid Driver's license

Qualifications:

1. Requires a minimum 1-3 years of demonstrated leadership ability and supervisory experience, showing advancement during this period.
2. Requires demonstrated technical expertise, sound judgment, effective evaluation skills, and the ability to promote positive interaction with and between company personnel and management.
3. Requires the ability to lead employees through periods of growth and change, while holding them accountable to getting the job done correctly.
4. Requires the ability to multi-task.
5. Requires willingness to grow and develop with the company.

6. Requires excellent verbal and written communication and retention skills.
7. Requires competency with a computer, specifically with the basic Microsoft Office Suite.
8. Requires knowledge of machines and tools, including their designs, uses, benefits, repair, and maintenance.
9. Requires the manual dexterity to assemble and disassemble intricate assemblies.
10. Requires frequent lifting of weights of 70 lb. or more.

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 _____