

## Assistant Director of Maintenance

Reports to: Director of Maintenance  
Division: Everts Air Cargo

Department: Maintenance  
Station: FAI

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### Job Summary:

The Asst. DOM supports the constant airworthiness of the maintenance operation; aircraft, engines, and related components, operated by Everts Air Cargo under FAR Part 121. The ADM will provide maintenance direction, oversight and leadership of daily aircraft maintenance and ensure efficient maintenance production, coordination, and communication. The ADM will interact closely with Maintenance Leadership, Cargo Services, Load Control and Flight Following and make informed decisions regarding aircraft planning, maintenance performed, and employee staffing and oversight. This position coordinates daily with flight operations and cargo services regarding aircraft availability, flight scheduling and maintenance projections.

### Essential Functions:

1. Responsible for assisting the Director of Maintenance directing the priorities and activities of aircraft maintenance, maintenance control, maintenance planning, maintenance training contract GSE, and Parts.
2. Assists with the continual development and improvement of Base Maintenance, Parts, Records, and Inspections. Involvement in planning and scheduling of maintenance functions to include repair, overhaul, line, heavy, and contract maintenance as required to maintain effective operations.
3. Works with the DOM to ensure all personnel are trained in accordance with Everts approved maintenance training programs. Oversee Maintenance Training and Development to ensure training resources are in place, implemented, tracked, and refined to provide maximum benefit to employees and the organization.
4. Oversee MRO contracts, ongoing projects, planning, negotiations and follow through.
5. Participate in recruitment and retention initiatives to proactively staff locations to meet maintenance demands.
6. Oversee productivity and compliance of employees in the hangar and on the ramp, regarding department work standards, work hours and shifts. Supervises, directs, hires, trains, disciplines, coaches, and conducts performance reviews of maintenance employees. Anticipates and responds to changes in maintenance schedules, station workforce requirements, and operational priorities. Responsible for the oversight of the shift change turnover processes. Ensures proper support is available for maintenance. Responsible for coordination with HR/Payroll for correct and timely completion of paperwork. Assists with company manuals.
7. Plan, organize, implement, direct and review department financial administration.
8. Create and foster a culture that values safety, learning and is conducive to excellence. Establishes and ensures compliance with standard procedures for the purchase, overhaul, inspection and repair of aircraft, engines, and components. Audits practices to ensure they work effectively.
9. As requested by the DOM, acts as a liaison on all aircraft maintenance concerns and planning between Everts Air and the FAA, ensuring familiarity, and compliance with FARs, Operational Specifications and EAC General Maintenance Manual and Maintenance Bulletins.
10. 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. Reviews and responds to Maintenance delays and system problems. Develops and implements changes to eliminate recurrence of systemic problems. Coordinates with other departments to plan and schedule aircraft maintenance.
11. Maintains close oversight over the Parts Department to ensure effective and economic use of resources, staffing and accountability. Ensures all procurement and parts staff are well informed and working in sync.
12. Perform other duties as the situation dictates.

### 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.

### **Quality:**

1. Prepare, train and plan to pass both the company internal and FAA external, Safety Assurance System (SAS) evaluations and oversight.
2. Ensure all internal Department audits are conducted on time and to standard.
3. Work closely with Quality to meet all SMS related requirements.

### **License(s):**

1. Valid Driver's license and Passport
2. Airframe and Powerplant License

### **Qualifications:**

1. Four-year college degree in a technical field, or equivalent work experience, or any combination of education and experience that enables one to perform the job functions and responsibilities.
2. Hold a mechanic certificate with airframe and powerplant ratings and ability to meet the requirements of 14 CFR 119.65(a)(4), 121.369(a) and qualified in accordance with 14CFR Part 119.67(c).
3. Minimum of 1 year of experience in a supervisory capacity under FAR 119-20 (c)(4)(ii) and 3 years' experience within the past 6 years in one or a combination of (i) and (ii) above.
4. Extensive knowledge of FAA certification requirements, manual development, operations specifications, FAA procedures, Aircraft flight manuals and Company flight manuals related to technical data appropriate to company aircraft operations.
5. Must be flexible and able to adapt to change and lead employees accordingly.
6. Strong verbal and writing skills. Excellent listening, team building and conflict resolution skills.
7. Ability to work extra hours when necessary. Some travel may be required. Must be insurable under company insurance coverage.
8. Prefer a minimum of 5 years of leadership experience.

*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 \_\_\_\_\_