

Flight Mechanic

Reports to: Flight Mechanic Supervisor
Division: Everts Air Cargo

Department: Maintenance
Station: Laredo

Job Summary:

Act as the primary mechanic for assigned aircraft, while in the air and on the ground. Oversee and perform all daily aircraft maintenance responsibilities as directed; receive incoming aircraft; screen Flight Logs for entries; and implement corrective actions as required. Review and report items under Mechanical Reliability Report procedures. Review DMI log and affect corrective action on all discrepancies as required by FARs, and as parts and time permit.

Essential Functions:

1. Ensure the continued airworthiness of company aircraft at all times in accordance with the FARs and provisions of company maintenance manuals. Identify and examine any condition affecting airworthiness. Report the situation to Flight Mechanic Supervisor, Flight Control, and Maintenance Control; then correct prior to next flight. Coordinate with Flight Mechanic Supervisor, Assistant Director of Maintenance, Maintenance Control, and Flight Control as necessary. At all times, protect the best interest of the company and its property.
2. Perform maintenance and inspections on company aircraft. Ensure proper references, maintenance manuals, forms, and records are in use, in accordance with all FARs, and processed appropriately. Supervise and direct non-certificated mechanics.
3. Ensure all precision tools, measuring devices, and test equipment have been calibrated and do not exceed calibration due time. Proactively calibrate and service all tools.
4. Assemble all forms, records and parts tags used in conjunction with the operation, including records of discrepancies found with corrective action taken, and ensure these reach the Records Department with minimum delay. Scan and email log sheets, M-3s, and yellow tags per GMM 4.8.7.1, Logbook Reporting Procedures. Ensure repairable parts are accurately identified and tagged as required. Submit log sheets and parts tags to Records Department via U.S. Mail or Fed Ex, at a minimum of once a week. Send used, unserviceable parts back to the Parts Department as soon as possible.
5. Assume responsibility for all work accomplished as indicated by signature on maintenance forms. Ensure all forms and other maintenance documentation is properly annotated, signed-off, and expeditiously forwarded to Records.
6. Perform material receiving function on parts, materials, and equipment at locations where Inspections personnel are not assigned.
7. Check parts, hardware, supplies, and materials being installed to be sure they are serviceable and acceptable within the meanings of FAR's and company manuals. Ensure all parts and materials are stored in an approved manner. Ensure Fly Away Kit is stocked and replenished when required. Inventory weekly and forward results to Maintenance Control.
8. Review the flight log immediately on arrival at destination. If any discrepancies are found, inform the Director and Assistant Director of Maintenance, Flight Mechanic Supervisor, Chief Inspector, and Maintenance Control by email, by phone, and by scanning documentation. Review pilot log entries and obtain clarification as necessary to ensure the entries provide sufficient information on which to base corrective action. Review DMI log and affect corrective action on all discrepancies. Coordinate with Maintenance Control, if any AOG items are needed.
9. Oversee and assist flight crew and cargo handlers with loading of aircraft, if needed. Verify aircraft cargo areas are checked and free of debris and cleaned, including baggage pits.
10. Ensure all departing aircraft are safe in accordance with FAR's and company/manufacture manuals and all work performed is properly documented. Understand and be able to interpret and implement FAR compliance.

11. When delegated by PIC, ensure aircraft is secured during unattended overnight stops per EAC GOM Form OD-031 procedure and sent to Flight Control and Maintenance Control.
12. Submit Tire and Brake Report to Maintenance Control weekly.
13. Be thoroughly familiar with the provisions of the General Maintenance Manual.
14. Maintain currency in all required training.
15. Perform other duties as the situation dictates, including possible Maintenance Representative duties (representing EAC aircraft at MROs), if needed.

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. Valid Driver's license
2. Airframe and Powerplant License
3. Current, valid passport

Qualifications:

1. Requires a minimum of three years proven line maintenance experience. DC-9/MD-80 aircraft or similar type aircraft is preferred.
2. Requires the ability to maintain confidentiality in all aspects of employment, including file and record maintenance.
3. Requires a willingness to conduct activities in accordance with company practices and supporting goals.
4. Requires knowledge of technology used for training purposes or possess an interest in learning the technological methods used in training.
5. Requires knowledge of machines and tools, including their designs, uses, benefits, repair, and maintenance.
6. Requires manual dexterity to assemble and disassemble intricate assemblies.
7. Requires effective time management skills. Requires the ability to work independently and be responsible for complex assignments.
8. Requires excellent writing, communication, and information retention skills.
9. Requires the ability to work in extreme weather conditions.

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 _____