OVERALL RESPONSIBILITIES

The Maintenance Controller is responsible for the daily coordination with Planning, Engineering, and Flight Operations as required to support accomplishment of the flight schedule.

ESSENTIAL DUTIES

- Shall positively support and promote safety, security and quality as a fundamental function of the overall responsibility.
- Alert down-line and other out-stations to secure emergency maintenance that will cover unforeseen maintenance problems and ensure the proper arrangements are made for timely repairs.
- Monitor aircraft maintenance operations and provide technical assistance to ensure all repairs are completed in accordance with Western Global Airlines and Federal Aviation Regulations and maintain safety and on-time operation of flight schedules.
- Maintain continuous liaison with NCC, providing current and continuing reports of the general mechanical status of the entire fleet and coordinating maintenance requirements during irregular operations to minimize extra costs and disruptions.
- Ensure all inoperative systems are operated and maintained in accordance with the Minimum Equipment List (MEL), Configuration Deviation List (CDL) or other WGA approved deferrals, and take necessary measures taken to correct these items.
- Ensure the timely repair of all aircraft with a repetitive history, soliciting or requesting any additional technical information necessary, and directing actions to be taken to minimize cost and unnecessary part replacement.
- Ensure control of the DI and CI logs in accordance with the correct MEL usage. Issue control numbers and expiration dates to field personnel, and ensure that proper tracking is maintained.
- Coordinate as necessary with other maintenance areas to ensure availability of required components, parts, and/or troubleshooting expertise to expedite maintenance and repair of aircraft at maintenance base or at down-line stations.
- Coordinate ferry flights with all concerned departments.
- Notify appropriate management personnel in the event of an incident or accident, in accordance with instructions in the Emergency Response Manual.

The above responsibilities, duties, and skills are intended to describe the general requirements of the position. They are not intended to be an exhaustive list of all responsibilities, duties and skills required.
• Notify the Manager of Maintenance Control of any situation or practice not within Maintenance Manual requirements that could compromise safety or add unnecessary costs to the maintenance department.
• Review all faxed or e-mailed log pages for accuracy and compliance with GMM chapter 7.
• Identifying and entering mechanical interruptions in the electronic maintenance tracking program.

**AUTHORITIES**

• Take action, as deemed necessary, to resolve any problems or situations that may compromise safety or compliance.
• Establish requirements for tools, ground support equipment, and parts needed by line stations to support on time operations.
• Arrange for the proper supervision of personnel and allocation of ground support equipment in the event of any major aircraft maintenance at a line station.
• Issue ferry flight permits.
• Has been delegated authority to issue and approve EWIS related scheduled inspection program task cards in accordance with GMM 14.1.
• Approve aircraft for return to service.
• Delegate duties and authority defined for this position; responsibilities may not be delegated.

**ESSENTIAL ELEMENTS**

Education/Experience/Skills:

1. FAA A&P certificate
2. Minimum 1 year MX controller experience
3. Minimum 5 years MD11 and/or B747-400 experience
4. Willing to relocate to Estero FL.
5. Good communication skills

**WORKING CONDITIONS**

**PHYSICAL DEMANDS:**

While performing the duties of this job, the associate is required to have ordinary ambulatory skills sufficient to visit other locations; and the ability to stand, walk, stoop, kneel, crouch, and manipulate (lift, carry, move) light to medium weights of 10-75 pounds. Requires good hand-eye coordination, arm, hand and finger dexterity, including ability to grasp, and visual acuity to use a keyboard, and read application information. The associate frequently is required to sit, reach with hands and arms, talk and hear.

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