

# WESTERN GLOBAL AIRLINES LLC

## JOB DESCRIPTION

---

---

TITLE: <b>Maintenance Planner</b>	DEPARTMENT: <b>Maintenance</b>
REPORTS TO: <b>Director of Maintenance</b>	MAIN BASE: <b>Estero, FL</b>
PAYRANGE: <b>TBA</b>	DATE REVISED: <b>October 2017</b>

---

---

### OVERALL RESPONSIBILITIES

The Maintenance Planner is responsible for developing and maintaining plans needed to accurately forecast future scheduled maintenance activities for all aircraft in WGA Airline's fleet.

The Maintenance Planner is responsible for coordinating maintenance requirements with the demands of daily operations. This position is responsible for preparing work packages for aircraft that remain overnight in maintenance stations, and coordinating the plan to accomplish these work packages with Maintenance Control.

### ESSENTIAL DUTIES

- Develop and implement procedures and systems for the efficient planning of major maintenance, measurement of maintenance productivity, and management of engines and Auxiliary Power plant Units (APUs).
- Oversee the build-up of work packages for aircraft scheduled checks and other special maintenance events.
- Research, maintain data, and monitor trends concerning aircraft maintenance, labor hours, span time, and other requirements.
- Develop and manage all planning activities related to changes in aircraft fleets, including, but not limited to, aircraft acquisition (new and used), leasing, disposal, lease returns, aircraft painting, and modifications.
- Develop a long-range plan for scheduled engine removals for effective utilization of spare engines and APUs.
- Coordinate planned engine removals with maintenance providers and engine and APU repair vendors.
- Plan and schedule borescopes, inspections, and other time-controlled engine events.
- Plan and schedule maintenance work packages based on the availability of planned man-hours to ensure minimum aircraft downtime and a balanced workload.
- Assist Aircraft Records Department in tracking engine life-limited parts.
- Route aircraft based on maintenance and operational requirements while maintaining the schedule reliability of the airline.
- Coordinate with NCC on matters concerning flight cancellations, planned delays, planned equipment swaps on through-flights, and planned equipment substitutions.

*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.*

- Plan and schedule maintenance work packages based on the availability of planned man-hours to ensure minimum aircraft down time and a balanced workload.
- In response to changes in aircraft routing, plan and schedule workloads based on workforce and facility requirements, MELs, inspections/checks, time-controlled unit changes, deferred maintenance items, and repair/correction of items affecting the airworthiness of aircraft.
- Plan weekend overnight-maintenance workloads for maintenance stations, prepare work packages for overnight maintenance as required by aircraft routing swaps, and assist and make decisions regarding requests for scheduled maintenance by setting priorities for planned maintenance.
- Track and coordinate all maintenance deferrals pertaining to Line Maintenance operations, including the tracking of parts required. Coordinate with Maintenance Control and Maintenance Representatives on the accomplishment of maintenance deferrals and maintenance of follow-up items affecting the daily work- load.
- Reconcile the daily maintenance plan as aircraft swaps occur, reassign planned work, review the work plan with the shift manager, and initiate or maintain communications on planned maintenance assigned to out- stations in order to meet the demands of the workload.
- Issuing and distributing the work instruction documents to the appropriate maintenance organization.
- Issuing and distributing the FCBS EA work instruction documents to the appropriate maintenance organization.
- Short and long range maintenance requirements on Western Global aircraft.
- Coordinates the flow of aircraft to overnight maintenance while authorizing deviations where necessary to maintain schedule integrity.
- Creates work schedules in the electronic maintenance tracking program application Maintenance Planning Section on a daily basis for all maintenance activities, to include the current day and forecasts for the following week, seven (7) days.
- Coordinates with Maintenance Control to modify the daily maintenance schedule when changes are necessary in order to optimize resources or to respond to unscheduled maintenance events.
- Tracking time control inspections and maintenance tasks to ensure that they are completed.
- Verifying creation and validity of times and cycle entries in the electronic maintenance tracking program Daily Utilization Module.

#### **ESSENTIAL ELEMENTS**

- Our people have outstanding expertise, drive, and passion
- We always go the extra mile in our customers' best interests
- Our culture is open and collaborative, innovative, and results oriented
- We encourage and reward teamwork, co-operation, and taking initiative
- We value creative thinking, problem solving, and sharing the solutions throughout the organization
- Everyone in the company has the potential to make a difference and to have a powerful immediate impact
- We foster a stimulating, quick moving workplace where everyone is recognized, valued, and treated with respect
- We take pride in finding and hiring the best people and providing them with opportunities to grow and excel

*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.*

### ***THE COMPANY***

Headquartered in Estero Florida, Western Global Airlines is an expanding FAA 121 certified cargo airline, operating MD-11 and 747-400 freighters throughout the world, and offering exciting career opportunities. If you are a highly qualified excellent candidate looking for a fascinating, challenging, and meaningful career in the airline industry, with the added benefits of Southwest Florida's lifestyle, culture, beaches, warm weather activities, and the financial advantages of low cost living free of state income tax, we encourage you to send your resume to Human Resources at:

[Cynthia.apicella@westernglobalaero](mailto:Cynthia.apicella@westernglobalaero) or visit our website at

<http://www.westernglobalairlines.com/Careers>. We offer a highly competitive compensation and benefits package along with excellent advancement and growth potential.

### **EQUAL OPPORTUNITY**

Western Global Airlines is an Equal Opportunity Employer. It is the continuing policy of the Western Global Airlines to afford equal employment opportunity to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, place of birth, age, disability, veteran status, gender identity or any other characteristic or status protected by applicable law, in accordance with federal, state and local laws.

*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.*