

WESTERN GLOBAL AIRLINES LLC

JOB DESCRIPTION

TITLE: Maintenance Representative	DEPARTMENT: Maintenance
REPORTS TO: Manager of Line Mx	MAIN BASE: Liege Belgium/Travel
PAY RANGE: TBA	DATE REVISED: August 18, 2015

OVERALL RESPONSIBILITIES

The Maintenance Representative is responsible for the overall maintenance operation of the Line Station. He/she will be qualified and appropriately certificated for the work performed.

ESSENTIAL DUTIES

- Shall positively support and promote safety, security and quality as a fundamental function of the overall responsibility.
- Ensure that manpower and schedules can and will meet operational commitments of aircraft. Plan, organize and schedule workloads in such a manner that the highest quality and efficiency can be obtained from manpower and hours available.
- Recommend stocking level for Line Stations, for efficient support of aircraft and other projects that come up in day-to-day activities. Order and document parts which are used, and coordinate with Materials to ensure that all necessary paperwork is completed when parts are issued and used on aircraft.
- Advise Maintenance Control of aircraft out-of-service and/or planned out-of-service problems, and estimate time required to complete work and return-to-service.
- Enforce safety measures, good shop practices and cleanliness standards for the maintenance facilities and equipment under his/her jurisdiction.
- Inform Maintenance Control immediately of any un-airworthy conditions found during performance of work assigned. Coordinate with Maintenance Control to ensure that parts, manpower and equipment are in place to clear incoming discrepancies and Deferred Items (DI) in a timely manner.
- Troubleshoot items and affect repair, or oversee the troubleshooting and repair of company aircraft, to assure that aircraft return to service as soon as possible, with minimal impact to schedule.
- Ensure that only authorized Essential Maintenance Providers listed in the Maintenance Provider Manual perform and release maintenance or perform inspections on RII designated systems listed in GMM Chapter 8.
- Ensure that all aircraft maintenance is performed in accordance with FAA accepted or approved data.
- May be authorized to perform a required inspection, however, he/she may not perform the item of work required to be inspected if he/she will perform the inspection.
- Ensure that all aircraft records and maintenance paperwork packages are complete, correct and sent to Quality Control in a timely manner.
- Ride on company aircraft as required, to ensure that maintenance, maintenance documentation and aircraft handling is performed in accordance with Western Global Airlines approved procedures.
- The carriage of sufficient tooling and equipment to perform basic maintenance tasks.
- Take action, as deemed necessary, to resolve any problems or situations that may compromise safety or compliance.
- Perform any additional duties as requested by the Manager of Line Maintenance and Maintenance Station Manager.

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.

ESSENTIAL ELEMENTS

Education/Experience/Skills:

1. Must possess a valid Airframe and Power Plant FAA Airman's Certificate
2. 3+ years of heavy aircraft experience. (747-400 & MD-11F preferred)
3. Must be able to communicate with customers, vendors and other team members.
4. Must be able to type and use technical sources.

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.

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