

## **1.0 DUTIES AND RESPONSIBILITIES**

This position is responsible for the repair and maintenance of AeroGuard Flight Training Center aircraft and equipment.

Responsibilities include:

- Perform scheduled inspections, routine servicing and preventive maintenance on aircraft.
- Perform unscheduled maintenance, troubleshooting and repairs
- Must have the ability to read and understand technical data such as maintenance manuals, parts catalogs, SBs and Ads.
- Assure work areas are kept clean and organized.
- Complete required paperwork.
- Must have basic set of tools.
- Perform other related duties and assignments as required.
- Other duties as described in the Repair Station Manual
- Must be able to be flexible and work all shifts on an as needed basis.
- Supports and participates in the organization's Continual Improvement Program to comply with ISO 9001:2008 requirements by adhering to processes and procedures.

## **2.0 REQUIREMENTS**

### **2.1 EDUCATION**

- Airframe and PowerPlant license required.
- High School Diploma or GED preferred

### **2.2 EXPERIENCE**

- Must G.A. experience, 2 years preferred
- Experience on Piper and Cessna aircrafts preferred
- Experience in 145 repair station preferred

### **2.3 SKILLS AND ABILITIES**

- Ability to identify problems or potential problems and develop and implements solution

### **2.4 KNOWLEDGE**

- Microsoft office knowledge preferred

### **2.5 EQUIPMENT/MACHINERY USED**

- General office equipment such as facsimile, copier, personal computer, etc.
- Vehicle operation such as company van, truck, golf cart, aircraft etc. as required.
- Will require the use of various pieces of shop equipment and tools.
- Exposure to solvents, aviation gasoline, etc.

### 3.0 PHYSICAL AND SAFETY REQUIREMENTS

- Will be working in many environments inside and outside of the facility.
- Will have extensive exposure to aircraft, simulators, outside conditions and equipment.
- May have some medium lifting up to 50 lbs.
- May require prolonged periods of sitting or standing, bending and stooping.

### 4.0 OTHERS

- Extreme attention to detail.
- Self-starter does not wait for others to provide work, finds ways to keep busy or help others.
- Works with minimal supervision.
- Innovative/creative, finds faster ways to do things to save time to the organization and the client.
- Flexible/adaptable to fast changing pace and instructions according to client priorities.

I have read and understand the duties outlined in this job description.

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Employee Signature

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Employee Printed Name

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Date Signed

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Supervisor Signature

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Supervisor Printed Name

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Date Signed