



Director of Maintenance

Job Description

Classification: Exempt

Reports To: President

Summary/Objective:

To maintain the operations of the maintenance department and supervise the employees as well as workload.

Essential Functions:

- Is responsible for all maintenance and inspection personnel regarding Company aircraft and customer aircraft. Company aircraft are defined as those aircraft flown by the Company for both Part 135 operations, Part 91 operations.
- Ensures that company aircraft are maintained in an airworthy condition.
- Ensures that all Inspections, repairs, and component changes are accomplished in a timely manner accordance with manufacturers or FAA approved procedures.
- Ensures compliance with maintenance procedures, airworthiness directives, service bulletins, service letters, and applicable Federal Aviation Regulations.
- Ensures all the maintenance technicians are trained and current on the types of aircraft for which approved.
- Coordinate and ensure that all maintenance technicians are certificated and supervised according to the requirements specified in the Federal Aviation Regulations.
- Coordinates with maintenance contracting agencies when maintenance activities are being performed on company aircraft.
- Provides the Director of Operations with the current airworthiness status of the aircraft and the forecast down times to facilitate maintenance scheduling and insure timely correction of aircraft discrepancies.
- Maintains a close liaison with manufacturer's representatives, parts supply houses, repair facilities and the FAA.

- Coordinates and ensures the necessary overhaul manuals, service bulletins, service letters, airworthiness directives and any other required technical data are available to maintenance personnel.
- Maintains all necessary work records, logbooks, and permanent maintenance records.
- Maintains the weight and balance records for all aircraft.
- Is a key member of the company management team responsible for bringing aircraft on to Company operating specification.
- Works with Company President and management team to develop strategic plans regarding maintenance facilities and Part 145 capabilities.
- Participate in department meetings and weekly staff meetings.
- Preparation and reporting against department budgets
- Other duties may be assigned from time to time by the President.

Qualifications:

- A&P Mechanic License
- IA
- 3 Years of Management Experience a plus
- Bachelor's degree a plus
- Profit and loss /budget management a plus

Requirements:

- Strong communication skills, both written and verbal are essential.
- Excellent customer service skills.
- Ability to communicate professionally, effectively and persuasively.
- Ability to maintain composure under pressure, work efficiently and accurately with frequent interruptions, and set/re-set multiple priorities.
- Maintain a positive team attitude with flight instructors, maintenance technician and communications specialist by working cohesively.
- Must be willing to work on the floor as well as the office to meet customer and department needs.
- Work independently and tolerates high stress levels while maintaining a good rapport with co-workers.
- Proficiency with Microsoft suite of software.