

Perform Air International Inc.
Att.55.01 - Job Description

Revision	Revision Date	Revision Change
N/I	02/08/10	Initial Release/Re-release
1	05/20/11	Change of Position Title
2	03/30/12	Revision to Job Description
3	09/18/12	Revised for consistency
4	07/01/13	Revised to add Quality Control responsibilities.
5	03/31/17	Revision to remove Quality Control responsibilities. Removed ANAC reference.
6	07/31/17	Revision to Duties, Responsibilities and Authority
7	01/31/19	Revision to Title, Grade Level and Duties, Responsibilities and Authority and addition of Division Manager.
8	09/26/24	<i>Revision to Qualifications</i>

Position Title: Executive Vice President Operations

Grade Level: 11-1011-29

Exemption Status: Exempt

Department: Operations

Division Manager: Executive Vice President Operations

Department Manager: Executive Vice President Operations

Immediate Supervisor: President

Duties, Responsibilities and Authority:

This position has the authority and responsibility for all manufacturing / servicing activities within the organization. The Executive Vice President Operations is responsible and has authority over all maintenance personnel. This position has the authority to set policies, procedures, and manufacturing standards. This position has responsibility for coordinating and directing all operations aspects of the company's activities to ensure customer satisfaction. This position oversees the processes within the Maintenance Department including non-conforming product, product realization, warranty analysis and determination and all other process functions pertaining to the Maintenance Department.

In addition, the Executive Vice President Operations is also responsible for ensuring adequate training, equipment, adequate housing and the facilities materials and competent personnel pertinent to the operations of the repair station are provided in order that it may comply with all applicable manufacturers' specifications, FAA and any foreign entity regulations, as required.

The Executive Vice President Operations is responsible for establishing procedures to determine the need for initial and recurrent training, of personnel consistent with the work to be performed. Establish liaison with air carriers with regard to applicable technical requirements, when work for air carriers is to be performed.

This position also provides support to the Executive Vice President Sales/Marketing for sales activities within the organization as needed.

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Qualifications:

Education: *A&P License and one of the following*

Experience: Five years management experience with responsibility of an Operations Department.

Training: Five years in house employment, and documented training records with management of at least 100 hours.