

Perform Air International Inc.

Att.67.01 - Job Description

Revision	Revision Date	Revision Change
N/I	02/08/2010	Initial Release/Re-release
1	09/18/2012	Revised for consistency
2	02/28/2013	Revised Grade Level
3	07/01/2013	Revised to add Quality Assurance responsibilities
4	08/16/2013	Revised Duties, Responsibilities and Authority including removal of Quality Assurance responsibility
5	03/31/2015	Revision for title change and grade level.
6	09/30/2016	Revision to Duties, Responsibilities and Authority to add Quality Control responsibility
7	07/31/2017	Revision to Duties, Responsibilities and Authority to remove Quality Control and Machine Shop responsibility
8	01/31/2019	Revision to Title, Grade Level & Duties, Responsibilities and Authority. Addition of Division Manager
9	10/31/2021	Revision to Grade Level and to Position Title in text throughout referencing Quality Department
10	09/26/2024	Revision to <u>Qualifications</u> , <u>Additional clarification for manufacturing</u>

Position Title: Executive Vice President Engineering

Grade Level: 11-9041-28

Exemption Status: Exempt

Department: Engineering

Division Manager: Executive Vice President Engineering

Department Manager: Executive Vice President Engineering

Immediate Supervisor: President

Duties, Responsibilities and Authority:

The Executive Vice President Engineering has the authority and responsibility for the design and development of approved repairs, PMA parts *Manufactured Parts* and tooling.

The Executive Vice President Engineering has the authority to set policies and procedures within the Engineering Department. This position assumes responsibility and has the authority for the overall training and development of the engineering employees. This position is responsible for ensuring adequate equipment and materials are available for proper operation of *the Engineering and Maintenance area as required*.

The Executive Vice President Engineering will assist with internal and external audits as required. This position will also be an integral part of ensuring Perform Air International Inc. meets and maintains regulatory compliance in accordance with the aviation industry, customer requirements, employee needs, and organization requirements, such as ISO, C.A.S.E, and AS standards *and acceptable SOPM's*.

This position may serve as the liaison with the FAA and any foreign regulatory entities, as required.

The President may assign any additional duties as needed.

Qualifications:

Education: BS, BA, AA Degree plus one of the Experience or Training requirements fulfilled.

Experience: Five years Management experience with an Operations, Maintenance or Engineering Department.

Training: Two years in house employment plus Documented training records of at least 100 hours.