

Perform Air International Inc.
Section VI - Attachments
Att.55.04 - Job Description

Revision	Revision Date	Revision Change
N/I	02/07/2014	Initial Release/Re-release
1	03/31/2017	Revision to Title throughout
2	01/31/2019	Revision to Grade Level, Immediate Supervisor Title, Duties, Responsibilities and Authority and addition of Division Manager.
3	10/31/2021	Revision to Grade Level
4	09/26/2024	Revision to <u>Qualifications</u>

Position Title: Director of Operations

Grade Level: 49-1021-23

Exemption Status: Exempt

Department: Operations

Division Manager: Director of Operations

Department Manager: Director of Operations

Immediate Supervisor: Executive Vice President Operations

Duties, Responsibilities and Authority:

This position reports directly to the Executive Vice President Operations and has the authority and responsibility to ensure the functions as performed are per the technical data, properly documented, and inspected and tested as required.

In addition, the Director of Operations is responsible for ensuring the Planning Department is planning work orders in coordination with Operations and Quality Control departments to meet all customer requirements.

The Director of Operations is responsible for ensuring the training of all Maintenance and Planning personnel in the proper work procedures and practices to be followed. This position is responsible for ensuring all Maintenance personnel perform quality work, ensuring the proper handling, storage, and preservation of all parts and components throughout all processes within the Maintenance and Planning procedures.

The Director of Operations may conduct inspection functions as assigned in Section VII, Supplement Log.

This position may require travel and is at the discretion of the immediate supervisor.

Qualifications:

Education: *A&P License or Repairman Certificate plus one of the following Experience and Training requirements fulfilled:*

Experience: *Three years' experience within the Operations, Quality or Maintenance Department*

Training: *Three years in-house employment, and documented training records of at least 100 hours.*