

**Perform Air International Inc.**  
**Section VI - Attachments**  
**Att.55.07 - Job Description**

Revision	Revision Date	Revision Change
N/I	02/08/10	Initial Release/Re-release
1	09/14/10	Revision to Duties and Responsibilities
2	05/20/11	Revision to Department Manager
3	07/30/12	Revised for consistency of Job Description formatting
4	12/03/12	Revision to Education, Experience and Training
5	07/01/13	Revision of Position Title to 'Lead Mechanic'
6	03/31/14	Revision to Department Manager Title to 'Director of Maintenance'
7	03/31/17	Revision to Position Title and Department Manager title
8	07/31/17	Revision to Education
9	01/31/19	Revision to Grade Level, Department Manager and addition of Division Manager.
10	06/30/20	Revision to Grade Level
11	01/31/22	Revision to Grade Level
12	09/26/24	Revision to <u>Qualifications</u>

**Position Title:** Maintenance Supervisor

**Grade Level:** 49-3011-11

**Exemption Status:** Exempt

**Department:** Maintenance

**Division Manager:** Director of Operations

**Department Manager:** Maintenance Manager

**Immediate Supervisor:** Maintenance Manager

**Duties, Responsibilities and Authority:**

This position assists the Maintenance Manager in overseeing 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.

The Maintenance Supervisor is also responsible for ensuring all mechanics under their charge comply with the procedures and policies established within the Quality Management System. This includes the administration of disciplinary action and warning notices, as required. It is imperative the Maintenance Supervisor oversee the activities of the maintenance personnel within the repair station.

In addition, the Maintenance Supervisor position is responsible for training and assisting subordinates in the proper work procedures and practices to be followed. They must assist in maintaining the premises of the repair station in a clean and orderly manner. The Maintenance Supervisor is responsible for the indoctrination of the personnel in observing the safety

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precautions relevant to the functions for which they may be utilized. They must maintain the preservation of all units or parts during the work process, installation, and storage.

The Maintenance Supervisor may conduct Inspection functions as assigned in Section VII, Supplement Log as required.

The Maintenance Manager or Director of Operations may assign additional responsibilities of this position at any time.

This position does not require travel.

**Qualifications:**

Education: *A&P License or Repairman Certification, plus one of the following:*

Experience: *One year experience within an Operations, Quality or Maintenance Department.*

Training: *One-year in-house employment, and documented training records with management of at least 100 hours.*