

Perform Air International Inc.
Section VI - Attachments
Att.55.08 - Job Description

Revision	Revision Date	Revision Change
N/I	02/08/2010	Initial Release/Re-release
1	09/14/2010	Revision to Duties and Responsibilities
2	05/20/2011	Revision to Department Manager
3	07/30/2012	Revised for consistency
4	02/07/2014	Revision to Department Manager and Immediate Supervisor.
5	03/31/2017	Revision to Department Manager and Immediate Supervisor.
6	10/31/2018	Revision to Education
7	01/31/2019	Revision to Grade Level, Department Manager and addition of Division Manager.
8	10/31/2021	Revision to Grade Level
9	09/26/2024	Revision to <u>Qualifications</u>

Position Title: Maintenance Manager

Grade Level: 49-1011-17

Exemption Status: Exempt

Department: Operations

Division Manager: Director of Operations

Department Manager: Maintenance Manager

Immediate Supervisor: Director of Operations

Duties, Responsibilities and Authority:

This position reports directly to the Director of 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 Maintenance Manager is responsible for training and assisting subordinates in the proper work procedures and practices to be followed. This position has responsibility for maintaining the premises of the repair station in a clean and orderly manner, initiation of Purchase Requisition for tooling required, ensuring all Maintenance Department personnel perform quality work, ensuring the proper handling of all parts while in the repair process and when work is completed, and maintaining the preservation of all units or parts during the work process, installation, and storage.

The Maintenance Manager 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.*