

**Perform Air International Inc.**  
**Att.60.04 - Job Description**

Revision	Revision Date	Revision Change
N/I	01/31/2019	Initial Release/Re-release
1	09/30/2021	Revision to Immediate Supervisor
2	10/31/2021	Revision to Grade Level
3	09/26/2024	Revision to Qualifications
4	01/16/2025	Revision to Grade Level and Reporting Relationship

**Position Title:** Director of Quality

**Grade Level:** 49-1011-21

**Exemption Status:** Exempt

**Department:** Quality

**Division Manager:** Director of Quality

**Department Manager:** Director of Quality

**Immediate Supervisor:** *Executive Vice President Operations*

**Duties, Responsibilities and Authority:**

The Director of Quality is responsible to the *Executive Vice President of Operations* for direction of procedures, controls, process measures and interfaces of all activities related to the Quality Assurance and Quality Control Departments. This position ensures that adequate staffing and training are maintained to meet the organization's needs and service objectives while meeting financial/budgetary limits.

This position has the authority to modify and enforce all aspects of the procedures, controls, process measures and interfaces within the Perform Air International Inc. quality system. This position prepares and/or directs the preparation of financial statements, forecasts, budgets, and manpower allocation in coordination with Quality Assurance and Quality Control departmental managers as well as lead team effort among all employees of these departments in order to meet customer service internal policies and procedures and profitability objectives. This position is responsible for the integrity of all information distributed both within the company, as well as any outside agencies.

This position is responsible for the review, approval, and implementation and monitoring of the repair station Quality Assurance and Quality Control departmental policies/procedures that ensure compliance with applicable CFRs and company policies and procedure requirements. Assures responsibilities for ensuring required procedures are followed (as provided) for all airline customers. Maintains liaison with all regulatory agencies and serves as primary liaison with the FAA and foreign entities, as required. This position develops and implements programs, policies and procedures which will improve the quality and efficiency of each of the departments under his/her direction.

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The Director of Quality may delegate all duties assigned to any qualified assistant or designee as necessary; however, such delegation does not relieve the Director of Quality of overall responsibility.

**Qualifications:**

Education: A&P License or Repairman Certificate and one of the following experience and training

Experience: Five years of management experience with oversight and responsibility of a Part 145 Repair Station Quality Department or:

Training: Documented training records of at least 150 hours.