



<b>Job Title:</b>	Aircraft Maintenance Technician	<b>FLSA Status:</b>	Non-exempt
<b>Department/Group:</b>	Aircraft Maintenance	<b>Classification:</b>	Regular, full-time
<b>Manager (Title):</b>	Aircraft Maintenance Manager	<b>Safety Sensitive Designation:</b>	Safety Sensitive, DOT Regulated

**Job Summary:**

The Aircraft Maintenance technician will report to the Aircraft Maintenance Manager. The maintenance technician will be responsible for working with the Maintenance Manager and Lead Mechanic to maintain the aircraft based at SHO as well as mobile maintenance aircraft. Specific responsibilities include, but are not limited to:

**Essential Job Functions and Responsibilities:**

- Performing scheduled, unscheduled, preventative maintenance, troubleshooting, and replacement of parts on aircraft in accordance with the applicable maintenance manual or other approved technical data.
- Ensuring compliance with applicable Airworthiness Directives, Alert Service Letters and mandatory Services Bulletins within the time frames specified in the applicable document.
- Documenting all maintenance performed in accordance with the requirements of regulating authorities and company guidelines.
- Assisting QA as required to ensure that all airframe and engine logbooks and related aircraft records are identified, indexed, filed, and stored in such a manner that they are readily available to prevent damage, deterioration, or loss in accordance with current FARs.
- Assisting in the administration of parts management, core returns, and warranty claims in a timely and orderly fashion.
- Overseeing maintenance being performed by contract maintenance personnel and the completion and accuracy of all maintenance records associated with that maintenance.
- Documenting all billable time in accordance with company procedures and using the work order system to sign off and document maintenance performed on the aircraft.
- Assisting with the servicing, repair, tracking, and cleaning of Ground Support Equipment in accordance with the original equipment manufacturer’s recommendations.
- Maintenance of shop, hangar tools, equipment, and facilities, as needed.
- Moving, towing, and fueling of aircraft, when needed.
- Participating in the Safety Management System.
- Perform other duties as required by the Aircraft Maintenance Manager or Director of Maintenance.

**Knowledge/Skills Required:**

- Demonstrates a high degree of organization, self-discipline, and ability to manage multiple tasks simultaneously.
- Ability to work alone on a project or work with a team on larger work scopes.
- Ability to communicate, on technical matters, with other maintenance staff and outside aircraft vendors.
- Ability to read/understand maintenance manuals, wiring diagrams, and other working diagrams.
- CPR/AED and 1st Aid Certification.

**Job Competencies:**

- Must have a high school diploma.
- Must hold a FAA Airframe and Powerplant Certification/License.
- At least one (1) year of related experience in aircraft maintenance.
- Must possess a basic set of tools and toolbox.
- Experience operating equipment such as forklifts, scissor lifts, and boom lifts preferred but not required.

**Physical Requirements & Workplace Environment:**

- This position requires daily standing, walking, lifting, grasping, bending, and sitting for prolonged periods of time.
- Must be able to lift at least 25 pounds and occasionally up to 75 pounds to lift, carry, push, and/or pull moderate to heavy amounts of weight.
- Must be able to climb unusual heights on a ladder.
- Work is performed in an indoor and outdoor field environment with exposure to hazardous chemicals, noise, dust, grease, smoke, fumes, mechanical and electrical hazards, and potentially extreme heat conditions.

**Approval/Revision Date:** September 2024