

# Job Description



**Position Title: Technician/Repairman**

**Reports To: Avionics Manager/Maintenance Manager**

**FLSA Status: Non-Exempt**

**Position Summary:** The position is required to serve the needs of our customers and requirements of their aircraft in accordance with Rocky Mountain Aircraft policy and procedures by performing the duties as outlined below.

**Essential Duties and Responsibilities:** perform maintenance, repairs, inspections, and alterations of aircraft and articles as assigned in accordance with RMA policies and procedures. Ensures RMA operational goals and objectives are met, while ensuring all aircraft maintenance documentation is performed in compliance with applicable FAA Regulations, RMA policies and procedures, and applicable maintenance manuals.

## General

- ✓ Responsible and accountable at all times for operating in the best interest of Employer.
- ✓ Maintain a positive representation of Employer at all times including the name, integrity, culture, and concept of Rocky Mountain Aircraft.
- ✓ Consistently adhere to Company policies, procedures and guidelines.

## Operations

- ✓ Document maintenance and repair work in accordance with FAA regulations and Company protocol.
- ✓ Provide accurate and detailed descriptions indicating specific repairs performed. This includes but is not limited to providing part numbers and serial numbers for equipment. This applies to but is not limited to FAA documents and work orders.
- ✓ Ensure job and maintenance checklists are utilized and completed accurately.
- ✓ Research and order proper required parts needed for the maintenance of aircraft.
- ✓ Troubleshoot, adjust, repair or replace malfunctioning components or assemblies.
- ✓ Test, remove, replace or repair equipment. Test and inspect equipment for recertification.
- ✓ Install electrical and electronic components, assemblies and systems in aircraft.
- ✓ Set up and operate ground support and test equipment to perform functional ground tests of electrical and electronic systems.
- ✓ Be knowledgeable and apply knowledge of FAA regulations.
- ✓ Safely use tooling and test equipment as required by regulations and Company policy.
- ✓ Use and reference the proper documentation.
- ✓ Accountable for maintaining clean and orderly workspace which include but are not limited to hanger and shop areas. All work areas should be free of clutter and safety hazards.
- ✓ Responsible for immediately reporting any incident involving damage to aircraft or other Company or customer property.
- ✓ Maintain airport security in accordance with applicable aviation regulations.
- ✓ Ensure a safe work environment to reduce risk of injury and accidents, including promptly reporting all accidents in the event a vendor, customer or employee is injured.
- ✓ Ensure all Federal, state, local, Company and industry safety protocols are followed.
- ✓ Adhere to safety protocols regarding the operation of machinery/equipment and vehicles. This includes but is not limited to speed limits.
- ✓ Follow and enforce Company control procedures to safeguard all assets including cash, equipment, inventory, customer and Company property.
- ✓ Participate in all mandatory Company meetings and trainings.
- ✓ Accurately report all hours worked.
- ✓ Assist with basic upkeep of common areas including but not limited to break room and restrooms.

- ✓ Temporarily assist other departments as needed which includes but is not limited to project work outside the normal scope of day-to-day responsibilities.

### **Qualifications/Requirements:**

- *Must always maintain an awareness that lives are dependent upon the ability to perform all tasks assigned with accuracy and uncompromised concern for safety.*
- *Must have high level of interpersonal skills with ability to handle sensitive and confidential information appropriately.*
- *Must have strong written and oral communication skills to tactfully and professionally interact with individuals at all levels of the organization and outside the organization.*
- *Must be able to think on their feet and quickly synthesize information using common sense and reasoning to analyze and resolve issues while including appropriate people in decision making process.*
- *Must demonstrate professional and respectful relationships with all co-workers, vendors, customers, supervisors and managers.*
- *Must be able to work independently as well as productively in a team setting.*
- *Must have ability to safely multitask, prioritize, and adapt to unforeseen priority changes.*
- *Must demonstrate self reliance, stamina, and drive.*
- *Must have high levels of objectivity and emotional consistency with the ability to remain level-headed.*
- *Must commit to long hours of work when necessary and ensure work responsibilities are covered when required.*
- *Must have availability to work weekends, evenings and holidays.*
- *Must have the ability to travel.*
- *Must demonstrate knowledge of basic math calculations.*
- *Must have valid Driver's License, current vehicle insurance preferred and a minimum of two years driving experience.*
- *Must possess working knowledge of business and reporting software, internet software, point of sales systems, spreadsheet software and work processing software.*
- *High School Diploma or equivalent preferred.*
- *Must obtain Repairman Certification within two (2) years of hire date.*
- *Must be able to learn, understand and retain complex information about many different systems and types of aircraft.*
- *Must complete Company, industry, state and Federally required trainings, certifications and courses within the timeline provided during initial training period.*
- *Must have basic mechanic tools to perform standard aviation repairs.*
- *Must possess a valid Airframe and Powerplant License.*

### **Physical Demands:**

This is a laborious position in which it is regularly required to have frequent quick movement including constant standing and walking. The position involves other regular movement including, but not limited to, climbing, bending, kneeling, squatting, reaching, twisting, lifting and carrying. The employee must frequently lift/move/carry up to 25 pounds (at times over your head), occasionally lift and/or move up to 50 pounds and seldom lift and/or move up to 75 pounds.

### **Work Environment:**

The work environment is fast paced, busy and has moderate to high noise levels. Occasionally, there is exposure to extreme/excessive weather conditions cold or hot, such as exposure to snow, hail or rain as well as heat from the sun or machines. There is frequent exposure to hazardous and flammable materials used in the aviation industry such as but not limited to aviation fuels, oils and fumes. There is frequent exposure to potentially dangerous equipment, including but not limited to moving aircraft, propellers and jet engines.

I have received the job description for my position and understand the essential duties, responsibilities, qualifications, and requirements necessary to successfully perform my position. I understand that this job description supersedes any previous description of my position including the summary, duties, and responsibilities as set forth in my employment agreement.

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Employee Signature

Date

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Employee Name (Print)