

## **Director of Maintenance**

### **Job Description:**

The Director of Maintenance (DOM) has overall authority and responsibility for maintenance, including developing department policies and procedures, preparing annual operating budgets for expenses, facilities, supplies, personnel, training, and capital expenses, and advising the executive team on the status and requirements for aircraft and other equipment consistent with the company needs. The DOM maintains the highest level of safety, service, and standards for the aircraft division.

### **Duties & Responsibilities:**

- Provides managerial authority and is the accountable manager for all processes of the Maintenance Departments, including Maintenance Control, Parts Department, Line Station Maintenance, Technical Support, Technical Publications, Maintenance Training and Maintenance Records
- Promotes safety throughout the organization as mandated through Company policies identified by executive management
- Provides overall authority for all aircraft technical standards and acceptable deviations from Company maintenance policies and procedures that are not detrimental to airworthiness
- Monitors maintenance performance against Company policies, procedures, and standards; provides recommendations to improve safety of operations and productivity of the entire operation
- Prepares the annual budgetary requirements for all maintenance departments
- Provides overall authority and oversight of the CASS program in the implementation of appropriate corrective actions agreed upon by the CRB
- Works in direct liaison with the DO in scheduling maintenance of Company's aircraft, coordinating changes of maintenance schedules with all concerned, and all modifications changes required by flight operations
- Acts as the primary FAA contact for matters regarding the Maintenance Department as described in this position description
- Responsible for the maintenance of aircraft, engines, and components in the manner prescribed by the AAIP, manufacturers' maintenance and overhaul manuals, service bulletins, ADs, Engineering Orders, and applicable CFRs
- Provides written requests to the FAA for addition or deletion of aircraft to the Ops Specs and SAS
- Responsible to review and approve contracts related to maintenance assets and outsourced vendors

### **Knowledge, Skills & Abilities:**

- Working knowledge and ability to confirm proper compliance of all internal company forms, logbook entry procedure, maintenance response forms, and FAA Forms as required
- Full understanding of aviation safety standards and safe operating practices
- Takes responsibility for individual and team actions, decisions, and results

- Ability to work under minimal supervision and to exercise independent judgment, discretions, and initiative
- Proven ability to set priorities, communicate objectives and meet deadlines
- Strong verbal written and presentation skills
- Ability to motivate others around safety initiatives

**Training and Work Requirements:**

- Must hold a current A&P license
- Have at least 10 years of maintenance experience
- Have at least 5 years of experience in a supervisory capacity maintaining the same category and class of aircraft as the certificate holder uses