

We are committed to providing a stable, growth-oriented and inspiring work environment that offers opportunities for professional, personal and financial growth. If you are interested in joining a growing team, where **YOU** are our most valuable asset, then MAC is the place for you.

POSITION PURPOSE:

The Assistant Director of Maintenance (ADOM) serves as the Company as regulatory Assistant Director of Maintenance (ADOM) in accordance with CFR 119.65(a) (4) and has overall authority and responsibility for maintenance and alteration functions. This individual must meet the position requirements and qualifications as required by CFR 119.67(c) and 119.69(d). 119.67(c); 119.69(d).

RESPONSIBILITIES/DUTIES:

- Provides managerial authority and is the accountable manager for all processes of the Maintenance Departments including Quality Department, 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.
- Maintains overall authority and responsibility for the development and supervision of maintenance standards, personnel, and equipment required to implement and maintain MAC's CAMP and Manual System.
- Demonstrates on a daily basis a commitment to the continuous improvement of safety throughout the organization.
- Ensures safety, reliability, and economy by anticipating equipment problems, developing capable employees, and effective tools, and by judicious use of personnel, equipment, and supplies.
- 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, and provides recommendations to improve safety of operations and productivity of the entire operation.
- Prepares the annual budgetary requirements for all maintenance departments. Collaborate with other department and stakeholders to ensure budgetary requirements are maintained.
- 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.

- The primary FAA contact for matters regarding the Maintenance Department as described in this position description.
- Ensures that managers under his direction complete performance evaluations of personnel under their jurisdiction.
- Establishes efficient and economical policies and procedures for the accomplishment of all maintenance.
- Ensures that adequate staffing, facilities, tooling, and equipment are available for maintenance of the Company aircraft for the 121 and 135 certificates.
- 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.
- Provides overall authority to establish and make changes to MAC policies, procedures, and manuals related to maintenance operations.
- Responsible for the review and approval of employee expenses and invoicing related to the maintenance operations.
- Responsible to assist with functions associated with Customer's requirements to include but, not limited to accounting, invoicing, inventory reconciliation and counts.
- Responsible to review and approve contracts related to maintenance assets and outsourced vendors.
- Liaison with outside customers to ensure contractual requirements pertaining to each agreement are executed.
- Performs other duties as assigned by the Vice President of Maintenance/DOM.

QUALIFICATIONS:

Must hold a current A & P license 121.378(b) and meet supervisory and experience requirements under CFR 119.67(d) and 119.69(d) to be the accountable manager. Be qualified through training, experience, and expertise, and to the extent of his responsibilities have full understanding. This individual must meet the position requirements and qualifications as required by CFR 119.67 and 119.69.

SPECIAL POSITION REQUIREMENTS:

Must be able to work nights and weekends and have a flexible travel schedule. Must have open minded flexibility and excellent communication skills. Must have industry awareness and have a compatible personality along with strong lateral leadership skills.

SUPERVISORY RESPONSIBILITY:

Direct Supervisor of: Director Parts and Inventory, Technical Support Supervisors, Lead Maintenance Controller and A&P Mechanics.

TRAINING REQUIREMENTS:

Have at least 3 years of maintenance experience on different types of large airplanes with 10 or more passenger seats with an air carrier or certificated repair station, 1 year of which must have been as maintenance inspector; and

Have at least 1 year of experience in a supervisory capacity maintaining the same category and class of aircraft as the certificate holder uses.

WORKING CONDITIONS AND PHYSICAL EFFORT:

Work typically performed in an office environment. However, due to work requirements, may require frequent travel which will involve exposure to noise, chemicals, adverse temperatures and other similar hazards.