

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.

## **IND/MEM Hub Manager**

### **POSITION PURPOSE:**

Serves as the Hub Manager and managerial authority and is the accountable manager for the IND and MEM Hub locations. Has direct oversight of the hub locations including employee staffing and administration. Is the onsite liaison with customers and vendors.

### **RESPONSIBILITIES/DUTIES:**

- Provides managerial authority and is the accountable manager for the IND and MEM Hub locations. Has direct oversight of the hub locations including employee staffing and administration.
- Performs and direct maintenance on aircraft and is responsible to ensure each aircraft is airworthy and available for its assigned mission.
- Responsible to ensure aircraft technicians working on aircraft, components, or related parts of aircraft perform work as outlined utilizing proper guidance in accordance with Company policies and procedures, manufacturer's manuals, and FAA requirements.
- Responsible to ensure documentation is legible and completely all work performed on aircraft or related equipment in accordance with Company directives and FAA regulations. Responsible to ensure to complete and submit all necessary paperwork as mandated by Company directives.
- Promotes safety throughout the organization as mandated through Company policies identified by executive management.
- Responsible to ensure work area clean, safe, and in an orderly manner. This includes areas allocated as part of its assigned locations to include but not limited to Parts rooms, vehicles, work offices and storage areas.
- Responsible to ensure the proper overhaul, maintenance, and repair of airframe components, power-plant, aircraft communication, navigation equipment, and associated components in accordance with MAC manuals, manufacturer's manuals (including policies, procedures, memo's, and bulletins), and FAA Guidance.
- Provides technical data and input to the CASS and SMS Programs.
- Will be the liaison with the customer and vendors at each location to ensure customer requirements and protocols are met. This includes issues such as badging, housekeeping and projects.

- The aircraft technician will be assigned to such housekeeping duties as policing his or her work area and repair and maintenance of Company property.
- Ensure each mechanic and employee assigned completes their time card in accordance with company requirements.
- Ensure company uniforms are worn as assigned and ensure MAC and the customer's requirements are being met.
- Responsible to enforce the policies and procedures outlined in the MAC CAMP and Manual system. This also includes customer protocols at each assigned location.
- Ensure employees are adequately trained to perform the work assigned. This includes on-the-job training and other training requirements as needed.
- Responsible to ensure company assets are maintained to include vehicles, tools and other assigned assets.
- Responsible for the continuous improvement of their training and mechanical knowledge regarding their work assignments.
- Perform and oversee inventory audits, correction of FAA and Auditor findings, and ensuring the proper adherence to federal regulations.
- Ensure parts, tools and inventory are managed in accordance with MAC's CAMP and Manual Systems.
- Ensures safety, reliability, and economy by anticipating equipment problems, developing capable employees, and effective tools, and by judicious use of personnel, equipment, and supplies.

#### **QUALIFICATIONS:**

Must hold a current A & P license and meet supervisory and experience requirements license 121.378(b). 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:**

The candidate must reside at one of the assigned hubs and be able to travel as needed for task assignments and management oversight.

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 Lead and Line Mechanics.

**TRAINING REQUIREMENTS:**

Have at least 5 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 5 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 a line, hangar and office environment which will involve exposure to noise, chemicals, adverse temperatures, and other similar hazards. Must be able to lift 75 lbs.

Mountain Air Cargo, Inc. is an Equal Opportunity Employer. We offer a comprehensive benefits package.