

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:

To manage Maintenance Control to include coordinate in-service maintenance activities on MAC aircraft with MAC maintenance AMTs, pilots, flight followers, parts personnel, the VP/DOM, DQ/CI, and outside agency personnel to ensure the overall efficiency, and safe operation of the maintenance organization.

RESPONSIBILITIES/DUTIES:

- Manages the personnel of Maintenance Control with regards to process and procedures.
- Enthusiastically promotes safety, security, quality and regulatory compliance in regards to the Company operations.
- Ensures all paperwork that is received is complete, correct and accurate.
- Ensures all entries in the MAC II system is done daily and appropriately.
- Determines manpower and equipment requirements for his areas of responsibility.
- Maintains communications with the Flight Department to solicit and review flight crew inputs on maintenance support issues.
- Coordinates aircraft movement with Flight Following and the appropriate management personnel.
- Coordinates with FedEx Technical Services and Field Administrators to meet their and the station's needs.
- Has responsibility to ensure that mechanical delays that may occur are handled in a safe and expeditious manner. Maintenance Control will coordinate with maintenance personnel for parts and / or manpower that may be required.
- Ensures compliance with safety policies and procedures found in Company manuals.
- Demonstrates on a daily basis a commitment to the continuous improvement of safety.
- Provide research assistance and auditing services for specified internal departments.
- Reviews Company maintenance activities to ensure full compliance with Company policies and procedures, applicable federal rules and regulations, OEM aircraft and component maintenance manuals.
- Maintain a current knowledge of the mechanical status of all aircraft flights and the general status of aircraft receiving assigned or non-routine maintenance at a particular station.
- Investigate aircraft write-ups and rescheduled maintenance and plan work load to ensure timely accomplishment of maintenance items.
- Coordinate with and assist other departments, when necessary, to expedite completion of assigned work or maintain aircraft schedules.
- Determine that work is accomplished and aircraft airworthiness is determined in accordance with established Company policy, manufacturer's manuals, and FAA requirements.

- Provide technical assistance to ground and flight personnel to ensure the prompt handling of mechanical problems. This may include the movement of parts and personnel to facilitate and expedite repair.
- Daily review of deferred repairs and MEL items to assure positive corrective action is taken in accordance with Company manuals and MEL requirements.
- Ensure compliance with Company manuals and Federal Aviation Regulations.
- Oversee and monitor aircraft planning and scheduling
- Serves as a member of the Reliability Group.
- Performs the duties as assigned to a Maintenance Controller.
- Maintains vehicle inspection forms (M-155 and M-156) for 30 days and reports vehicle discrepancies to the ADOM.
- Performs other duties as assigned by the VP/DOM and ADOM.

QUALIFICATIONS:

- Must hold a current A&P License.

SPECIAL POSITION REQUIREMENTS:

- Maintain a thorough understanding of the MAC II system.
- Proficient in Microsoft Office products.
- Proficient in SharePoint

SUPERVISORY RESPONSIBILITY:

- Responsible for the maintenance performed by Class III ACMP, to include providing all maintenance documentation and applicable maintenance references.

TRAINING REQUIREMENTS:

- Attend Company Indoctrination.
- Work in a line environment for a time duration to be determined by the ADOM as applicable.
- Complete deice, fuel and ground operations training.
- Complete ten (10) practical MEL applications
- Complete part receiving, airworthiness release, RII and engine run and taxi training.

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.

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