

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.

## **Lead Maintenance Planner**

### **POSITION PURPOSE:**

- Scheduling, processing and analysis of final documents used by maintenance, inspection, and operations for safe operation of aircraft under MAC's GMM, AMP, AAIP, 145 repair station or Company developed procedures.

### **RESPONSIBILITIES/DUTIES:**

- Coordinates Activities With: VP/DOM, DQ/CI, ADOM, DPIM, Maintenance Control and CASS.
- Perform duties as required and adopted by MAC's GMM and Company developed procedures.
- Maintain a quality system for processing and updating of maintenance data systems. Accurate handling and filing of all time controlled airframe, engine, propeller, components, accessories, and appliances for aircraft maintained by MAC.
- Ensures compliance with safety policies and procedures found in Company manuals.
- Demonstrates on a daily basis a commitment to the continuous improvement of safety.
- Assist in maintaining a quality system for accurate identification, distribution, and collection of all documents per MAC's GMM and Company developed procedures.
- Schedule periodic maintenance for 121,135 and 145 repair station aircraft at heavy maintenance facility.
- Track components and identify items that are coming due are assigned.
- Prepares inspection packages and documents all current MELs, CDLs, NEFs and/or MCOs on Form M-509, 1070 or M-510 for recertification for aircraft scheduled for heavy check on 121, 135 and 145 repair station aircraft.
- Perform work order reviews for proper billing, coding and man hour allocation.
- Responsible to update the CARDEX system accordingly.
- Assist in the performance of periodic internal auditing of aircraft files, work orders, aircraft flight records, and other miscellaneous documents as required by Company procedures.
- Provide reports to the Director Heavy Maintenance, VP/DOM and DQ/CI as required.
- Prepare and issue task assignments as directed by the DQ/CI and ADOM.
- Will perform analysis and prepare a file for all new aircraft being added to the Company operations.
- Conduct weekly scheduling meetings as required.
- Assist in the yearly fiscal year budget for company and customer.
- Perform final review of all heavy maintenance work packages and send to records.
- Conduct weekly scheduling meetings as required.
- Perform other duties as assigned by the Director Heavy Maintenance.

### **QUALIFICATIONS:**

- Must hold a current A & P license and have a minimum of 5 years of heavy maintenance experience.

### **SPECIAL POSITION REQUIREMENTS:**

- N/A

### **SUPERVISORY RESPONSIBILITY:**

- Direct Supervision of:
  - Aircraft Planning personnel

**TRAINING REQUIREMENTS:**

- General Safety
- MAC INDOC

**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.