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# Example of Maintenance Controller Job Description

Our growing company is searching for experienced candidates for the position of maintenance controller. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for maintenance controller

* Receives and maintains stock levels, and controls inventory of all equipment parts required by the Maintenance Department across the site requisitioning of non-inventoried parts
* Enters purchase requisitions into SAP
* Contacts vendors to obtain pricing, availability, and delivery status of parts
* Adjusts inventories in SAP as needed
* Reviews open PO’s which are invoiced for status of “goods received”
* Enters/edits/maintains preventive maintenance data and transactions including TECO (technical completion)
* Periodically manages scheduling of on-site contractors
* Prepares team safety meetings documentation to ensure all required EHS training is completed
* Manages/coordinates storeroom inventory audit conducted on a three year basis as required by Corporate Accounting
* Manage vehicle maintenance regimes as provided by external contractors

## Qualifications for maintenance controller

* Must possess FAA Airframe and Powerplant licenses
* Must be ETOPS qualified
* Must have 5 years experience in aircraft maintenance on Boeing and/or Airbus passenger aircraft
* Must have formal and informal systems training and actual line experience with Boeing and/or Airbus passenger aircraft, engines, electrical and avionics systems to include troubleshooting, use of maintenance manuals, and FAA regulations
* Must have excellent oral and written communication skills and be capable of conversing with all levels of management
* Must be able to work flexible hours and be contacted by phone