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# Example of Maintenance Controller Job Description

Our company is hiring for a 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

* Manage warranty
* Ensure documentation submitted in a timely fashion and to the appropriate standard
* Have experience in a mechanical background (HGV Preferably)
* Have knowledge of Microsoft office programs such as Excel, Word and Outlook
* Be confident in dealing with customers/suppliers
* Have a professional outlook and polite telephone manner
* Be able to work in an organised manner
* Drive MROs to devote adequate manpower and other resources to ensure efficient AOG recovery by reducing idle time to a minimum
* Responsible to ensure that mechanical delays that may occur are handled in a safe and expeditious manner in accordance with Allegiant Air’s General Maintenance Manual (GMM)
* Maintenance Controller will coordinate with Operations Control Center, and Maintenance as required, to expedite aircraft return to service

## Qualifications for maintenance controller

* Must be willing and able to travel to sites in support of HAL operations
* Must have the ability to provide innovative solutions to problem solving in Maintenance Operations Control
* Proficient use of the AMM, IPC, WD, TSM, FIM
* Current of prior U
* Execute and maintain schedule through aircraft AOG and follow-up
* Intermediate level experience with ERP (SAP) preferred and functionally literate experience with MS Excel and Outlook