



# Example of Aircraft Maintenance Manager Job Description

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Our innovative and growing company is searching for experienced candidates for the position of aircraft maintenance manager. 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 aircraft maintenance manager

- Schedule, prioritize, and coordinate aircraft inspections, maintenance, and repairs
- Direct installation of special accessories and attachments to aircraft for cargo handling, transportation of material and equipment, and stringing conductors
- Management of the Fixed Wing element of the ACS Quality Management System and its related processes
- Plans and schedules corrective, preventive, predictive, and proactive maintenance activities utilizing coordinating with on-site program leadership and fielded maintenance personnel
- Coordinates with Supply Chain to ensure the flow of material, supplies, and parts necessary to conduct maintenance activities
- Prepares daily planned maintenance job packages, required task lists, and supports the development of spare parts kits
- Supports development or refinement of preventive maintenance tasks and schedules
- Supports on-site program leadership with maintenance expertise, planning oversight, and the implementation of best commercial maintenance practices
- Ensures on-site program leadership maintains the necessary tools, resources, and specifications necessary to ensure effective, safe, and timely operations
- Performs such individual assignments as supervisors and superiors and direct

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- Extensive knowledge of aircraft maintenance operations and application FAA regulations
  - 10 Years in the aircraft maintenance industry with a minimum 3 years in a management role
  - International vendor, contract and regulatory experience
  - You have a minimum 5 years of experience in performing heavy/line aircraft maintenance or substantial similar experience
  - You have a minimum 2 years of supervisory experience or 3 years of lead experience or substantial similar experience
  - You have computer skills necessary to learn and / or operate, word processing, spreadsheet, database, presentation, project, email and web-based applications operating systems used to manage the maintenance work