



Example of Maintenance Controller Job Description

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Our innovative and growing company is hiring for a maintenance controller. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for maintenance controller

- Coordinates with OCC, Maintenance and Purchasing as required, to expedite aircraft return to service
- Controls and tracks all Deferred Maintenance Items
- Ensures all parts not in stock which are needed to clear DMI's are ordered
- Authorizes all maintenance discrepancies to be placed on deferral and clearly communicates DMI status (open or closed) to Dispatch in a timely manner
- Completes and distributes all applicable forms and documents in accordance with procedures set forth in company General Maintenance Manual
- Tacks parts and equipment while they are in transit to an A.O.G
- Provides point of contact and control for maintenance performed on company aircraft away from main maintenance base by Allegiant personnel or contract maintenance
- Assists Planning in issuance and tracking of scheduled maintenance workload
- Uses independent judgment and discretion to coordinate scheduled and unscheduled maintenance performed on Allegiant aircraft except at Substantial Maintenance vendors
- Other duties as assigned by the Manager of Maintenance Control

Qualifications for maintenance controller

- Must pass a full background check and pre-employment drug screen
- Acts as primary point of contact for all Mechanical discrepancies that may affect the daily Operation
- Coordinate with Contract Maintenance to work aircraft discrepancies

- Initiate, prepare, and inform Quality Control of any MEL escalation that may exceed the MEL time limits
- Proficient in the use of maintenance reference material including Manufacturer's Maintenance Manuals, Structural Repair Manuals, Illustrated Parts Catalogs
- High school diploma or equivalent with an FAA Airframe and Powerplant license and at least one year related experience in Maintenance Control or similar area