



## **JOB DESCRIPTION**

**Job title:** Manager of Quality

**Department:** Technical Operations

**Reports to:** Director of Quality

**Supervises:** Yes

### **Position Summary:**

Manager of Quality has the responsibility and authority to schedule audit/surveillance activity, non-compliance investigations, and process evaluations as directed by the Director of Quality.

### **Qualifications and Experience Required:**

- Hold a valid FAA Mechanics' Certification with Airframe and Powerplant rating with Airworthiness release Authorization.
- Bachelor's degree in Aviation Management, Safety, related Quality Control standard or equivalent experience in Quality Control management.
- Experience with Quality Control processes, auditing, inspection techniques, document control, corrective and preventative actions, continuous improvement, risk management, vendors supplier reviews preferred.
- Knowledge of 14 CFR Part 121 operations and environment.
- Must have strong organization skills and the ability to set and meet assignments deadlines
- Detail oriented, and has the ability to work in a fast- paced environment with constantly shifting priorities.
- Excellent Communication skills, both written and verbal.
- Possess a high degree of proficiency with MS Office products (including Word, Excel, and PowerPoint).

### **Essential Functions & Responsibilities:**

- Management and/or Supervision of Inspection and RII personnel.
- Dissemination of inspection policy and procedures changes.
- On the job inspection training.
- Monitoring the performance of Receiving Inspectors.
- Monitor ongoing inspections repairs and modifications to ensure proper documentation, RII and buy back inspections practices are consistently in use.
- Assign and monitor audits of the inspection procedures, techniques and methods used by all personnel are in compliance with respective CFR and the company GMM.
- Ensure each assigned employee is safety conscious and is aware of and follows safe work practices and habits.
- Supervise the auditors and maintenance instructors and oversee their activities.
- Maintain the training files for Maintenance and Department of Quality personnel.
- Responsible for qualifying through audits, the vendors performing work or supplying critical aircraft parts to the company and supervising the auditors.

- Analyze tear down reports generated by component repair vendors facility to establish trends in order to determine accuracy of troubleshooting procedures, maintenance practices and policies, vendor's reliability.
- Resolving component reliability issues with involved vendors.
- Responsible for the preparation, review and timely submission of SDR's, MISR's, and all pertinent data to the FAA.
- Serve as liaison between the company and vendor(s) and or manufacturer during certification process.
- Contact for powerplant overhauls and repair vendors and acts as liaison to the manufacturers.
- Monitor engine trend analysis as provided by the Computerized Tracking System to include oil consumption trends.
- Review Airworthiness Directives to ensure compliance with applicable regulations and Technical directives such as Service Bulletins, Service Letters, etc. for applicability, system reliability and or economical benefits.
- Responsible for the accomplishment of Auditor Training (or verification of training).
- Responsible for ensuring the High Rate Component Removal Log
- Responsible for the accomplishment of "Irregular Operations Audits" (as deemed necessary).
- Responsible for the review of all RVSM maintenance accomplished on WAA aircraft
- Responsible for the coordination and approval of Required Inspection Personnel On-the-Job Training (OJT).

**Other Responsibilities:**

- Perform other duties as directed by the Director of Quality.
- Assume the responsibilities of Director of Quality when designated.

**Competencies:**

- Management skills.
- Strong organizational and interpersonal skills.
- Detail oriented.
- Ability to multi-task and work independently.
- Able to motivate and empower others to reach organizational goals.
- Professional appearance.

**Physical Demands & work environment:**

Work is performed in an office and an on-wing maintenance environment. While performing the duties of this job, the employee is regularly required to have the ability to maintain active customer and employee communication. May be subject to bending, reaching, kneeling, stooping and lifting up to thirty (30) pounds.

We offer a comprehensive benefits package to our employees. Candidates of all backgrounds are encouraged to apply.