



| | | |
|-------------------|--|---|
| JOB TITLE | Lead Mechanic | |
| DEPARTMENT | Maintenance | |
| MANAGER | Maintenance Supervisor/Production Manager | |
| STATUS | <input type="checkbox"/> Exempt | <input checked="" type="checkbox"/> Non-Exempt |

ESSENTIAL DUTIES & RESPONSIBILITIES

Assign, assist, direct and approve the work of employees in a Mechanic or lower classification.

Assess, prioritize and issue in coordination with the Planners all routine and non-routine job cards to Mechanics working under his/her supervision and ensure return of all cards to the appropriate locations at the end of shift.

Complete and update daily Lead assignment sheets.

Confirm that all necessary maintenance entries on maintenance forms and work orders used by the Repair Station are executed by employees working under his/her supervision.

Maintain a work turnover report using form NSA-MF-22.

Occasionally represent work of employees working under his/her supervision by signing appropriate work records for work completed (per applicable Federal Aviation Regulations).

Proactively identify problems and issues along with related causes, and initiate steps necessary for resolution in a timely manner; follow through with the process to completion.

Ensure all employees working under his/her supervision observe and adhere to all (RII) procedures.

Perform all responsibilities of a Mechanic and/or Jr. Mechanic.

Read, understand and apply the requirements, guidelines and regulations of the Repair Station & Quality Control Manuals that apply to the duties and responsibilities of Lead Mechanics and all Mechanic roles working under his/her supervision.

Perform additional duties as may be assigned.

REQUIRED SKILLS AND ABILITIES

Physical: While performing maintenance on an aircraft, employees must be able to balance, bend, stoop, crawl, climb, climb stairs, crouch, carry items up to 50 pounds, grasp, kneel, lift items 50 pounds or over, pull hand over hand, push, reach above shoulder, use repetitive motion, sit on average 2 hours per day, stand on average 8 hours per day, walk on average 6 hours per day, possess the ability to see and follow precise instructions, documents, diagrams, or blueprints, to distinguish color differences, to see and read information via computer screen or other electronic device, to detect distinct, specific noises, to hear if equipment/tools, etc. are operating properly, to hear and understand precise directions, to hear and understand what others are saying in normal conversation.

Mental: While performing maintenance on an aircraft, employees must be able to understand, remember, and apply complex oral and/or written instructions or other information, to organize thoughts and ideas into understandable terminology or data, to make decisions which have significant impact on the immediate work unit and monitor impact outside immediate work unit.

Communication: While performing maintenance on an aircraft, employees must be able to read, write, speak, and understand the English language, to understand and follow complex instructions and guidelines, to complete complex forms, documents or reports, and/or conduct complex oral communication with others, to express or exchange ideas by means of the spoken word, communicating orally with others accurately, loudly, and quickly. To perform successfully in this role, employees must possess and demonstrate leadership qualities and skills such as coaching, motivating, and managing others, must also possess mechanical and analytical aptitude, effectively communicate both orally and in writing, be flexible and cooperative, meet tight deadlines, possess attention to detail, have the ability to work productively within a diverse work environment, and be safety conscious.

MINIMUM QUALIFICATIONS

FAR Part 65 Subpart "D" certification

At least 4 years maintenance experience on Boeing transport category aircraft

Prefer at least 2 years' experience as a lead maintenance mechanic on a Boeing transport category aircraft or similar supervisory maintenance mechanic role on a Boeing transport category aircraft.

WORKING CONDITIONS

Combination of inside and outside with changing climate conditions

Moderate to high noise level

Low to moderate risk for exposure to hazardous chemicals, vapors, or materials

Work in confined spaces and at varied heights

This job description is not an employment contract, implied or otherwise. The requirements described above are representative and a summary of those that must be met in order to successfully perform the essential functions of this job. The list is not all-inclusive and are subject to change upon business necessity. The requirements are subject to change to reasonably accommodate qualified disabled individuals.