



## LEAD TECHNICIAN

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### DUTIES AND RESPONSIBILITIES

The Lead Technician reports to the Maintenance Manager.

1. Managing job assignments (inspections).
2. Good leadership skills.
3. Good communication skills. Communicates regularly with all maintenance technicians, both individually and as a group, to ensure good two-way communication concerning maintenance issues.
4. Ensure that all maintenance technicians are adequately qualified prior to assigning them to any maintenance function.
5. Time management of personnel assigned to the job project.
6. Has the authority to implement disciplinary action through the Maintenance Manager or General Manager to technicians assigned to them.
7. Giving accurate labor estimates on discrepancies to the Customer Service Representative.
8. Work with Customer Service Representative on updates and information on aircraft daily.
9. Analyze inspection quotes and advise management of needed changes.
10. Must be able to accomplish tasks within allotted time, or explain to Maintenance Manager why job took longer or add a new squawk to the work order.
11. Are responsible for reporting to the Maintenance Manager if a project is not going to be completed on time.
12. Good with customer relations.
13. Expected to put in overtime required to complete job assignment.
14. Provide training to technicians on airframe systems, Powerplant systems, inspections and paper work procedures.
15. Provide accurate turn over for each shift personnel.



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## **DUTIES AND RESPONSIBILITIES - Continued**

16. Ensuring that the repair and installations of all articles and components within their jurisdiction is accomplished within the authority of the repair station and that the Quality Assurance Department, when applicable inspects the work.
17. The maintenance of equipment and tools in a serviceable working condition, assuring tools requiring calibration are calibrated.
18. Ensuring that all necessary maintenance entries on maintenance forms and work orders used by the repair station are properly executed.
19. Ensure all manuals used are current.
20. The proper handling of all parts while in repair process through the shop and when work is completed.
21. The preservation of all units or parts during process through the shop and when work is completed.
22. To insure that the maintenance of the shop premises are kept in a clean and orderly manner. All shop equipment is put back to proper location after use.
23. Complete job survey forms and turn in to Maintenance Manager at end of each job project.
24. Other jobs and duties may be assigned at the discretion of the company.



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## PREREQUISITES

1. Active Airframe and Powerplant license.
2. Heavy Learjet and/or Hawker experience (10-12 years) with schooling (Flight Safety, Simuflight, etc.).
3. Pass FAA drug and alcohol program and random testing.
4. Read and understand English.
5. Study Repair Station Manual and pass Repair Station Manual exam.
6. Study Repair Station Quality Control Manual and pass Repair Station Quality Control Manual exam.
7. Study Repair Station Training Manual and pass Repair Station Training Manual exam.
8. Study FAA FAR's and pass Haggan Aviation training FAR exam.
9. Formal (Flight Safety, Global etc.) or manufacture factory training.
10. Five years experience or more on corporate airframe and Powerplant inspections.
11. Attended 2 hour oral lead/inspector training program.
12. Show proficiency with Repair Station paperwork.
13. Show proficiency in all aspects of airframe and engine inspections.
14. Show proficiency with inspection tools.
15. Complete and pass in house training program for airframe you are rated as a Lead Technician.
16. Approved with Floor Inspector stamp.
17. Approved with Return to Service Authorization.

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## PAY SCALE

1. Lead Technician on multiple Airframes Hourly Pay rate \$31.00 to \$40.00.
2. Lead Technician on one Airframe Hourly Pay rate \$31.00 to \$36.00