

**Attachment Seventeen
Mechanic Duties**

Air Midwest, Inc.

Maintenance Procedures Manual

Manual: 210
Revision: 18
Date: 08/01/02
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L. MECHANIC / LINE MECHANIC

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| 1. | DEPARTMENTAL ASSIGNMENT: | Maintenance |
| 2. | SUPERVISOR: | Foreman/
Maint. Supervisor
Lead Mechanic |
| 3. | DIRECT SUPERVISION OF: | None |
| 4. | DUTIES AND RESPONSIBILITIES: | |

General:

The Mechanic is directly responsible to the Foreman and/or Lead Mechanics for all matters pertaining to their duties and responsibilities. The Mechanic will inform the Foreman and/or Lead Mechanic immediately of any condition, exercise or function of the maintenance operation that is unsafe or not in compliance with FAA Regulations. The Mechanic specific duties are as follows:

Specific:

- a. Adhere to all directions and instructions given him/her by the Foreman and/or Lead Mechanic and to aid them where and whenever possible to minimize delays and increase production and efficiency.
- b. Keep informed of all procedures, methods and practices performed by the maintenance organization and to seek out all available information pertinent to their responsibilities.
- c. Ensure that all utilized shop equipment and tools are in a serviceable and working condition. Breakage of tools and equipment shall be reported to the Parts Department so that repairs and replacement of tools and equipment can be accomplished immediately.
- d. Maintain the premises of the maintenance facility in a clean and orderly manner and see that all tools and equipment are properly calibrated and returned to their proper place for future use and to preclude their loss or damage. Complete tasks as directed by the Foreman and/or Lead Mechanic.
- e. Ensure he/she has been provided and will use the necessary applicable overhaul manuals, service and parts manuals, Service Letters and Bulletins, Airworthiness Directives and any other required technical data. Keeps said materials in a clean and orderly manner and returns them to their proper place when the work's completed or his/her shift terminates thus ensuring their future availability.
- f. Ensure proper handling of all parts, units, assemblies and aircraft while in the repair process and that all documentation is kept current as to open discrepancies and completed corrective actions.

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- g. Ensure that all required inspection records, inspection forms, identification tags and other pertinent forms are properly executed and that said forms are updated daily or in a timely manner so as to preclude delays and loss of productivity.
- h. Install the correct and applicable replacement parts and/or materials and supplies needed to perform the assigned tasks and ensure that there is no confusion as to what parts go to what aircraft or article. If parts or materials are not available, they will inform the Foreman and/or Lead Mechanic for further instructions with regards to initiating parts or materials requisitions and follow through with the instructions given them.
- i. Ensure that he/she has an adequate assortment of hand tools with which to perform assigned duties. Special tools will be provided by the company. The mechanic will ensure an operational system whereby all the tools will be accounted for after completion of assignment thus precluding their loss in areas of the aircraft where, if they were to remain, it would cause a hazard to the flight operations of the aircraft.
- j. Possess a current FAA Airman Certificate with Airframe &/or Powerplant ratings. A mechanic, who has an airframe rating, may sign off airframe ADL's-Type A, that involves airframe items. A mechanic, who has a powerplant rating, may sign only ADL's-Type A, that involves powerplant items. A mechanic who does not have either an Airframe & Powerplant license cannot sign a Type A or Type B airworthiness release.
- k. Perform other duties as assigned by the Foreman.