

Appendix E
Job Descriptions

Air Midwest, Inc.

Maintenance Training Manual

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CHAPTER 3 MAINTENANCE TRAINING INSTRUCTORS

I. INSTRUCTOR QUALIFICATION/DESIGNATION

A. Quality Assurance Inspector / RII Instructors:

1. Director of Quality Assurance & the Regional Site Manager will be designated as qualified instructors due to their level of experience / expertise. Each may conduct training of company Quality Assurance Inspector/RII personnel.
2. Designated Inspector/Instructors for Inspector /RII personnel will have demonstrated an above average level of knowledge/skill in maintenance/inspection of aircraft and teaching (i.e., OJT). Additionally, they will:
 - a. Have three years of verifiable aviation maintenance experience, one year of which must have been on aircraft type.
 - b. Must be thoroughly familiar with all applicable F.A.R.'s, Maintenance Procedures Manual 210, Maintenance Program Manual 260, Company Inspection Procedures be recommended and also pass Quality Assurance Inspector training/testing.
 - c. Completed OJT forms for appropriate items of instructions given, Airworthiness release and RII training and possess current training records.

B. Maintenance Instructors:

1. Director of Maintenance & the Regional Site Manager are designated as qualified instructors due to their level of experience / expertise. Each may conduct training of company personnel.
2. Designated Maintenance Instructors will have demonstrated an above average level of knowledge/skill in maintenance of aircraft and teaching (i.e., OJT). Additionally, they should:
 - a. Have three years of verifiable aviation maintenance experience, one year of which must have been on aircraft type.
 - b. Have attended the Original Equipment Manufacturer/Manufacturer approved training course or equivalent.
 - c. Completed OJT forms for appropriate items of instructions given, Airworthiness release, Taxi/runup and RII training and possess current training records.

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NOTE: On newly introduced aircraft types into the fleet, the criteria for one year of experience on company operated aircraft can be waived if the candidate has successfully completed the Original Equipment Manufacturer/Manufacturer training course and meets all of the remaining eligibility requirements.

C. Staff Instructors:

Designated Staff Instructors will:

1. Be thoroughly familiar with the Maintenance Procedures Manual 210 and the Maintenance Program Manual 260.
2. Be familiar with the FAR's, especially Part 121.
3. Have a working knowledge of the Company computer system, Records and Parts Department responsibilities and above average computer skills.

II. **INSTRUCTOR AUTHORIZATIONS/RECORDS:**

- A. Instructors will be required to have completed the Designated Instructor training, which is recorded on Form #T010. Also Instructors must be evaluated and approved for areas authorized on Form#T011.
- B. Instructors will be designated (authorized) in writing, by the Director of Maintenance or the Director of Quality Assurance, or their designee, after a through review of their training files and qualifications.
- C. The Maintenance Training Coordinator will keep Copies of designation letters on file. Training folders will also contain a record of all of the instructor's qualifications.
- D. Instructor designation letters will identify the instructor's assignment and authorizations.

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I. FOREMAN / LINE FOREMAN

1. DEPARTMENTAL ASSIGNMENT: Maintenance
2. SUPERVISOR: Maintenance Manager
3. DIRECT SUPERVISION OF:
Maint. Supervisor
Lead Mechanics
Line Mechanics
Mechanics
Aircraft Cleaners
4. DUTIES AND RESPONSIBILITIES:

General:

The Foreman is responsible to the Assist. Director of Maintenance for efficient performance of the assigned personnel. The Foreman specific duties are as follows:

Specific:

- a. Direct and assist assigned mechanics as necessary to accomplish all maintenance functions in accordance with the MPM 210 policies and procedures, and applicable Federal Aviation Regulations.
- b. Direct and assume responsibility for quality and quantity of all aircraft maintenance work assigned.
- c. Coordinate as necessary with the Supervisor of MTC, Senior Inspector, Inspector or Base/Line Station Lead Mechanic on all work assignments, work progress, inspector requirements, delays, manpower requirements, and shift turnover procedures.
- d. Perform and document on-the-job technical training on aircraft maintenance practices, company policies, safety procedures, as required.
- e. Ensure proper completion of all company forms for all work assigned, performed and for the correct disposition upon completion.
- f. Ensure that maintenance personnel are only assigned duties for which they are specifically qualified. Take appropriate action to upgrade personnel technical skills and qualifications where necessary.
- g. Supervise all maintenance personnel to ensure efficiency in available manpower utilization and perform Maintenance Control duties at night as the need arises.
- h. Maintain and upgrade personnel skill levels by effectively providing adequate time for training sessions.
- i. Maintain the work areas, buildings and materials, which are utilized for aircraft maintenance, in a safe, clean and operative condition.

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- j. Possess a current FAA Airman Certificate with Airframe & Propellant ratings.
- k. Maintains on-the-job training records on assigned personnel.
- l. Informs dispatch of any open ADD's, late out of hangar, RON aircraft, performs a pass down of information at the end of their shift.
- m. Perform other duties as requested by the Assist. DOM.

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L. MECHANIC / LINE MECHANIC

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.

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CHAPTER 3

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A. Quality Assurance Inspector / RII Instructors:

1. Director of Quality Assurance & the Regional Site Manager will be designated as qualified instructors due to their level of experience / expertise. Each may conduct training of company Quality Assurance Inspector/RII personnel.
2. Designated Inspector/Instructors for Inspector /RII personnel will have demonstrated an above average level of knowledge/skill in maintenance/inspection of aircraft and teaching (i.e., OJT). Additionally, they will:
 - a. Have three years of verifiable aviation maintenance experience, one year of which must have been on aircraft type.
 - b. Must be thoroughly familiar with all applicable F.A.R.'s, Maintenance Procedures Manual 210, Maintenance Program Manual 260, Company Inspection Procedures be recommended and also pass Quality Assurance Inspector training/testing.
 - c. Completed OJT forms for appropriate items of instructions given, Airworthiness release and RII training and possess current training records.

B. Maintenance Instructors:

1. Director of Maintenance & the Regional Site Manager are designated as qualified instructors due to their level of experience / expertise. Each may conduct training of company personnel.
2. Designated Maintenance Instructors will have demonstrated an above average level of knowledge/skill in maintenance of aircraft and teaching (i.e., OJT). Additionally, they should:
 - a. Have three years of verifiable aviation maintenance experience, one year of which must have been on aircraft type.
 - b. Have attended the Original Equipment Manufacturer/Manufacturer approved training course or equivalent.
 - c. Completed OJT forms for appropriate items of instructions given, Airworthiness release, Taxi/runup and RII training and possess current training records.

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C. Staff Instructors:

Designated Staff Instructors will:

1. Be thoroughly familiar with the Maintenance Procedures Manual 210 and the Maintenance Program Manual 260.
2. Be familiar with the FAR's, especially Part 121.
3. Have a working knowledge of the Company computer system, Records and Parts Department responsibilities and above average computer skills.

II. **INSTRUCTOR AUTHORIZATIONS/RECORDS:**

- A. Instructors will be required to have completed the Designated Instructor training, which is recorded on Form #T010. Also Instructors must be evaluated and approved for areas authorized on Form#T011.
- B. Instructors will be designated (authorized) in writing, by the Director of Maintenance or the Director of Quality Assurance, or their designee, after a through review of their training files and qualifications.
- C. The Maintenance Training Coordinator will keep Copies of designation letters on file. Training folders will also contain a record of all of the instructor's qualifications.
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D. MAINTENANCE MANAGER

1. DEPARTMENTAL ASSIGNMENT: Maintenance
2. SUPERVISOR: Vice President/
Dir. of Maintenance
3. DIRECT SUPERVISION OF: Foreman/ Line Foreman
Line Mechanics
Regional Supervisor of
Materials/ Inventory
Purchasing Agent
4. DUTIES AND RESPONSIBILITIES:

General:

The Maintenance Manager is responsible to the D.O.M., for the overall administration of the maintenance activities at the FMU and line station. He is responsible for ensuring the quality standards in the Maintenance Procedures Manual are met. His specific duties are as follows:

Specific:

- a. Responsible for the daily control and coordination of maintenance actions during the course of normal operations at their FMU.
- b. Responsible for communications between Maintenance, Dispatch, Quality Assurance and Management Personnel.
- c. Ensure that all maintenance actions are recorded, per MPM 210.
- d. Ensure maintenance records are reviewed for completeness and the integrity of all required information before sending to the Records Department.
- e. Responsible for completion of On-The-Job training records.
- f. Assure the cleanliness of facilities.
- g. Assure the cleanliness of the aircraft.
- h. Posses a current FAA Airman Certificate with Airframe & Powerplant ratings.
- i. Ensures mechanical dispatch reliability by accomplishing all scheduled and unscheduled maintenance, in a timely manner, in accordance with the quality standards set forth in the MPM and Air Midwest, Inc. FAA Approved Continuous Airworthiness Maintenance Program.
- j. Ensures that an adequate number of properly trained and qualified personnel are available for all maintenance, inspection, and inventory functions at their Maintenance Facilities.
- k. Ensures all personnel have adequate times scheduled for continuous training to upgrade technical skills and qualifications.
- l. He may delegate authority to others but retains the technical responsibility.
- m. Ensures that all necessary technical manuals are available and kept current.

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- n. Plans, Audits, and coordinates maintenance performed on aircraft being added to and being removed from the Air Midwest certificate.
- o. Perform other tasks as assigned by the V.P./Director of Maintenance.

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P. REGIONAL SITE MANAGER

1. DEPARTMENTAL ASSIGNMENT: Quality Assurance
2. SUPERVISOR: Dir of Quality Assurance/
Chief Inspector
3. DIRECT SUPERVISION OF: None
4. DUTIES AND RESPONSIBILITIES:

General:

The Regional Site Manager is responsible to the Chief Inspector/D.o.Q.A., for the overall Administration of the QA activities in their region. He/she is responsible for ensuring the quality standards set forth in the Maintenance Procedures Manual are met. His/her specific duties are as follows:

Specific:

- a. Responsible for reviewing daily control and coordination of maintenance actions during the course of normal operations for their Region.
- b. Responsible for communications between maintenance, dispatch, quality assurance and management personnel responsible for on going operations.
- c. Ensure that all maintenance actions are recorded per MPM 210.
- d. Ensure maintenance records are reviewed for completeness and the integrity of all required information.
- e. Ensure that all maintenance records are faxed/sent to the Records Department daily. All records will have a statement of being certified as a copy of the original.
- f. Assure the cleanliness of the facilities and aircraft.
- g. Possess a current FAA Airman Certificate with Airframe & Powerplant ratings. Must have current QA Inspector / RII, and A/W Release authorization.
- h. Monitors mechanical dispatch reliability, in accordance with the quality standards set forth in the MPM 210 and Air Midwest, Inc. FAA Approved Continuous Airworthiness Maintenance Program for their region.
- i. Ensures the quality and cost effectiveness of all scheduled and unscheduled maintenance performed by contract, on-call maintenance or maintenance providers.
- j. Responsible for training records in their region. All required forms will be sent/filed IAW Training Manual 240.
- k. Ensures that the required parts, tools, and technical data are available for all scheduled and unscheduled maintenance.

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- l. Ensures that an adequate number of properly trained and qualified personnel are available for all maintenance, inspection, and inventory functions at their Regional Maintenance Facility. Will notify the Chief Inspector and V.P. of Maintenance when staffing levels need to be changed.
- m. Ensures that personnel have adequate time scheduled for continuous training to upgrade personnel skill levels.
- n. Maintains Maintenance Personnel listing for their Regional Maintenance Facility and assigned line stations. This list will contain a name, date of hire, ratings, occupation title, authorization, location of base, stamp number (as per M0010 form). After completion a copy will be sent to the Chief Inspector, Assist. D.O.M., Records Department and the FAA when the list has changed.
- o. Performs INDOC training for new maintenance personnel.
- p. Performs an Biannual audits of their Region of stated in the 250 manual (Audit manual).
- q. Performs fuel audits to assure fuel quality and fueling facilities audits that are performed, conform to established standards.
- r. He may delegate authority to others but retains the technical responsibility.
- s. Reviews all 337 Forms and insures all work is documented IAW the MPM 210, MPM 260 and applicable FAR's.
- t. Perform other duties as assigned by the Chief Inspector/ Dir of QA.