



Job Description (JD)

Aircraft Maintenance Engineer (AME)

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This position reports through the Crew Chief to the Director of Maintenance (DOM).

Principal duties include, but are not limited to the following:

1. The performance of maintenance activities, repair and inspection tasks as directed on aircraft in accordance with all applicable airworthiness requirements;
2. Ensuring that all reference documentation used in the performance of maintenance and servicing is of the most current revision;
3. Ensuring that relevant paperwork, inspection sheets and documentation is completed correctly and contain sufficient details to meet airworthiness requirements;
4. Ensure that parts and components removed for troubleshooting are handled appropriately and suitably isolated from serviceable items until such time as they can be released to service;
5. The supervision, instruction, support and oversight of apprentice(s) and, where Aircraft Certification Authority (ACA) is held, the certification of the maintenance release for tasks that have been satisfactorily completed;
6. Notarizing apprentice's Transport Canada Maintenance Licensing Task Book for tasks completed under the Aircraft Maintenance Engineer's (AMEs) supervision;
7. General housekeeping and organization of active shop work areas; and
8. Will ensure any assigned training is completed on time.

Regarding organizational duties not subject to regulatory oversight or audit:

1. Will ensure their timecards (as applicable) are completed and correct.

All other duties as assigned by the Director of Maintenance (DOM).