



Job Description (JD)

Crew Chief (AME)

Crew Chief

This position reports directly to the Director of Maintenance (DOM).

Candidate must have a valid Aircraft Maintenance Engineer (AME) license for appointment as Crew Chief.

Principal duties include, but are not limited to:

1. Coordination of maintenance personnel and tasks for major projects;
2. Assisting management in maintenance planning and the supervision of maintenance personnel;
3. Observation and recommendation on the carrying out of performance reviews on maintenance personnel;
4. Where not previously accomplished by AOC personnel, ensuring the Journey Logbook is up-to-date prior to release and technical dispatch of the aircraft;
5. Where not previously accomplished by AOC personnel, preparation of work packages and associated job cards for all unscheduled or maintenance due items;
6. The assignment of qualified personnel to the appropriate maintenance tasks;
7. Quality control (QC) review of all paperwork at maintenance release of aircraft:
 - a) Ensure all job cards have been completed correctly and contain sufficient detail of the rectification(s) performed;
 - b) Ensure all job cards have been signed out with the AME's Aircraft Certification Authority (ACA) stamp and/or signature, license number and date in the release section;
 - c) Ensure a Service Difficulty Report (SDR) is provided where it was indicated as required on the job card;
 - d) Where an independent (dual) inspection maintenance task is required, ensure it is identified as completed and signed out by the appropriate individual;
8. Liaison between parts and stores personnel, and AOC Maintenance Operational Control (MOC) personnel, as required;
9. General housekeeping and organization of active shop work areas; and
10. 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).