



# Falkland Islands Government – Job Description

<b>Job Title:</b>	Maintenance Manager		
<b>Department:</b>	FIGAS	<b>Section:</b>	Engineering
<b>Reports to:</b>	General Manager		
<b>Grade:</b>	A	<b>Job Code:</b>	102MM1

## Overall Purpose of the Role:

The postholder is responsible for the leadership and management of Aircraft Engineering section and ensuring that it meets all requirements for the Continuing Airworthiness of the FIGAS fleet. The role also involves management of assigned tasks, staff, equipment and resources within the boundaries of the Safety Management System to meet operational demands, whilst liaising with other departments to ensure a smooth and cost effective air transport systems for the Falkland Islands.

## Job Facts & Figures:

Total of aircraft £8M	Control of Maintenance Budget circa £400k
14 Direct reports	2 fully equipped hangars, 6 aircraft.

## Main Accountabilities

### Operational accountabilities

- Ensure maintenance facilities and equipment is maintained to a standard acceptable to ASSI OTAR Part 145 requirements to ensure all maintenance and engineering objectives are achieved in accordance with current regulations.
- Supervise and monitor standards of workmanship to ensure quality achieved meets ASSI OTAR Part 145 and company requirements.
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- Plan and co-ordinate all contracted maintenance to ensure aircraft availability to meet operational requirements.
- Ensure timely and accurate production planning to prevent costly down time through lack of resources.
- Coordinating with outside contractors to provide repair services for specialised equipment or parts
- Deputise for the General Manager during any absences.

### Resource Management

- Oversee and manage on-the-job training for maintenance staff to ensure maintenance standards are continually improved and staff are developed to their full potential.
- Analyse and monitor aircraft defects to ensure any adverse trends are promptly dealt with.
- Manage and improve maintenance programmes and implement continued airworthiness instructions and procedures to ensure cost effectiveness, efficiency and maximisation of resources.



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## Main Accountabilities continued

### Safety and Quality Assurance

- Develop, control and manage the company's Safety Management System (and any additional management systems where applicable) to ensure effectiveness.
- Assess and control aircraft maintenance documentation to ensure completeness of work in accordance with national and international statutory requirements.
- Control, monitor and disseminate all documentation required for compliance with ASSI OTAR 39 (Continued Airworthiness requirements).
- Update and control technical library, publications and ASSI data to ensure information is current, amendment service is satisfactory to meet airworthiness requirements.
- Update and amend computerised aircraft records (Tracware) to maintain a comprehensive history of all aircraft maintenance.

***The job description is not an exclusive or exhaustive definition of your duties. You shall undertake such additional or other duties as may reasonably be required by FIG commensurate with your role and grade***

### Additional Information:

Carry out quality audits on any work carried out by Quality Manager.  
Carry out in-house training for apprentices and maintenance staff.  
Shift working, including weekends and public holidays, is required.



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<b>Person Specification:</b>			
<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment Method</b>
<b>Knowledge, Skills and Experience:</b>			
Extensive relevant work experience in an aircraft maintenance environment a similar role (ie minimum of 10 years' experience, 5 of which should be at senior management level).	✓		A
Demonstrable work history in the form of an engineering logbook (CAP741)	✓		A
Extensive knowledge of Safety management Systems	✓		A/I
Sound knowledge of computerised maintenance and stores procedures	✓		A/I
Ability to effectively prioritise work streams, meet deadlines and work well under pressure	✓		A/I
An ability to effectively manage staff and motivate staff	✓		A/I
Excellent interpersonal skills	✓		A/I
Fluent in English, both written and spoken	✓		A/I
Attention to detail and an ability to keep track of and report on activity	✓		A/I
Outstanding organisational and leadership abilities	✓		A/I
Excellent knowledge of Microsoft Works including Word and Excel programs etc	✓		A/I
Proven experience of delivery through ensuring effective teamwork	✓		A/I
Practical Application of Safety Management Skills and continued Airworthiness-Maintenance Programme Skills	✓		A/I
Demonstrates sound judgement and good decision making skills	✓		A/I
Excellent technical judgement and trouble-shooting skills	✓		A/I
Good in-depth knowledge of Maintenance Software	✓		A/I



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<b>Person Specification:</b>	Maintenance Manager		
Criteria	Essential	Desirable	Assessment Method
<b>Personal Attributes continued:</b>			
A keen ongoing interest and relevant experience in change management	✓		A/I
Demonstrated commitment to high quality service delivery	✓		A/I
Resilient, flexible and able to take on extra responsibilities if required and a commitment to work hours necessary to	✓		A/I
Able to work within a team to achieve common goals, sensitive to the needs of others within the team	✓		A/I
A positive attitude with a high level of flexibility and the ability to work on own initiative	✓		A/I
<b>Qualifications and Training:</b>			
Valid EASA Part 66 B1.2 licence with Category C	✓		A
Type ratings on BN2B-26 Islander and Cessna 172 Aircraft.	✓		A
Cessna 172 Aircraft or an EASA Part 66 B3 licence	✓		A
Qualification or experience in compass swing inspections	✓		A
Level 5 qualification in Leadership and Management (or equivalent)	✓		A
Human Factors for Leaders and Managers	✓		A
Practical Skill for Investigators (Multi Environment)	✓		A
Current driving licence	✓		A
UK Civil Aviation Authority Airworthiness Course	✓		A
Educated to BTEC, HNC or HND in engineering, or equivalent qualification		✓	A
<b>Note to Applicants:</b> Please ensure that you demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criterion on your application form.			

## Method of Assessment:

A - Application Form I - Selection Interview R - Reference P – Presentation T- Test O - Other