



Position Responsibility Summary

Position: Aircraft Mechanic

Reports to: Operations Manager

The position of Aircraft Mechanic at Malibu Aerospace, LLC includes, but is not limited to, the following responsibilities:

- **Maintenance and Repair**
 - Maintain customer aircraft
 - Follow checklists for annual, repairs, inspections and general maintenance. Accurately and efficiently troubleshoot when needed to determine proper course of action.
 - Pay close attention to hours estimated on each individual line item. If the actual time will go longer than estimated, consult the Operations Manager to determine appropriate course of action.
 - It is the mechanics responsibility to ask questions regarding tasks and ask for clarification or help from the Shop Lead or Management.
 - The mechanic will only work on items approved by the customer and complete them within approve time estimates. If additional time or parts are needed it is the mechanics responsibility to communicate additional time needed to operations manager for customer approval.
 - It is the mechanics responsibility to have customer's aircraft clean to Malibu Aerospace standards, with customer belongings replaced, logbook entries completed prior to customer arrival.
 - Work as efficiently as possible to achieve an efficiency to meet 90% utilization target.
 - Work to meet customers schedule requirements; mechanics are responsible to be aware of shop schedule and outside vendor schedule.
 - Coordinate with Shop Lead for priority and work to be performed.
 - Research parts and part numbers for discrepancies on aircraft.
 - Record parts and services used in Advantage accurately. Report consumable and hardware parts low or out of stock to Parts Manager.
 - It is the Mechanics responsibility to ensure work is cross checked at the appropriate times.
 - Ensure all parts removed from aircraft are properly tagged and identified. And forwarded to parts manager for disposition
 - Update discrepancies with notes throughout and logbook entries during the completion of discrepancies.
- **Facilities & Other**
 - Ensure squawk descriptions, corrective actions and logbook entries are complete, accurate and correct.
 - Keep working area, hangar and shop clean and organized. Properly tag all parts removed from aircraft.
 - Maintain a positive attitude.
 - Track all billable and non-billable hours accurately on a daily basis.
 - All time tracking will be submitted by Friday the week prior to the next pay period
 - Read, understand and comply with Employee Handbook.
 - Work in a safe manner; Comply with safety policy.
 - Participate in monthly training and weekly shop meetings provided by Malibu Aerospace
 - Encourage and assist in the development of yourself and co-workers.
 - Other duties as assigned by Operations manager.