



Position Description

FLIGHTLINE AVIATION LIMITED Position Description

POSITION TITLE:	Aircraft Tradesman – Rotary Wing
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REPORTS TO:	Rotary Wing Service Manager
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DIRECT REPORTS:	Nil
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PURPOSE OF THE POSITION:
<ul style="list-style-type: none">• Carry out repairs and maintenance on rotary wing aircraft, aircraft engines, components and other associated tasks as required by the Rotary Wing Service Manager and other senior staff. Assistance with our Fixed Wing Department will occasionally be required as workload dictates.

PRINCIPAL ACCOUNTABILITIES:
<ul style="list-style-type: none">• Personal compliance with all regulations and legislative requirements on an ongoing basis.• Cost effective and timely maintenance and repair of fixed wing & rotary wing aircraft, aircraft engines, components and other associated equipment as directed by the Chief Engineer. Ensuring all work is carried out in accordance with Flightline Aviation's Maintenance Organisation Exposition and Civil Aviation Authority rules and requirements in force at the time.• Ensure that Flightline Aviation's procedures and policies are adhered to and to be proactive in adapting and modifying these policies and procedures where required.• Communicate with the Service Manager to ensure customer and operational needs are met with the timely and appropriate allocation of all tasks. Flexibility in work hours will be required.• To advise the Chief Engineer of any issues of an "unusual" nature or issues that may be of concern or interest to Flightline Aviation. When an issue or circumstance is outside their experience, advice shall be sought from the Rotary Wing Service Manager.

AUTHORITY AND FREEDOM OF ACTION:
<ul style="list-style-type: none">• The position of Tradesman requires that, at all times, steps are taken to maintain and improve the commercial and operational efficiency and effectiveness of repair & maintenance of aircraft and components. A high degree of initiative is encouraged to assist us to continually improve our customer service.• Discretion and initiative is required in determining appropriate action to be taken when matters arise that could have adverse consequences.



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RELATIONSHIPS:	
Internal:	<ul style="list-style-type: none"> • Flightline Aviation Management • Chief Engineer and Service Managers • Flightline Employees
External:	<ul style="list-style-type: none"> • Flightline Customers • Government Agencies • Commercial Groups • Contractors/Suppliers

KNOWLEDGE & EXPERIENCE REQUIRED:
<ul style="list-style-type: none"> • 5 years Bell 206 and RRA250 maintenance experience.

QUALIFICATIONS & TRAINING:
<ul style="list-style-type: none"> • Appropriate current Trade Certificate, manufacturer's courses and/or International AMEL equivalent.

COMPETENCIES:
<ul style="list-style-type: none"> • Analysis / Evaluation Systematically and rationally approaching tasks, situations or problems. Examining and recognising relevant information to identify key issues and relationships from a base of information; forming logical conclusions by relating and comparing data from different sources; identifying cause-effect relationships. • Commercial Judgement Identifying and relaying business opportunities / efficiencies to Key Managers and encouraging others to share ideas, knowledge, expertise and skills to contribute towards achieving business excellence and continuous improvement. • Work Management / Organisation Focuses on the task at hand and the work that needs doing without losing track of priorities. Is well planned, organized and able to work within time constraints. Includes capacity to deal with varying workloads and a willingness to work overtime should this be required. • Customer Service Focuses own attention on meeting the needs of all customers to ensure customer satisfaction. This includes: responding to customer needs; recognising customers are both internal and external to the organisation; informing the customer; identifying and reporting barriers to service quality. • Communication Communicates effectively in written and oral form with a wide range of people. This includes having a good understanding of English written grammar conventions, a well-developed vocabulary and the ability to carry out clear formal and informal communication at all levels in the organisation using a diplomatic and concise approach.



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COMPETENCIES CONTINUED:

- **Relationship Building**
Builds and maintains effective relationships with staff, customers, suppliers and key stakeholders and demonstrates sound networking skills. The main objective is to establish mutual understanding in a variety of situations so as to influence favourable outcomes for the organization.
- **Learning and Development**
The willingness to undertake ongoing learning and development to increase knowledge and skills.
- **Teamwork**
Works co-operatively with others and actively commits to being part of a team. Develops trust between team members following through on commitments made to the team, and taking accountability for own actions.
- **Problem Solving**
Discriminating between relevant and irrelevant information and organising information to consider resources and constraints. Generating problem solutions by examining alternative courses of action that are based on logical assumptions and factual information.
- **Attention to Detail**
Accomplishing tasks through concern for all areas involved, no matter how small; showing concern for all aspects of the job; accurately checks processes and tasks (methodical, accurate and precise).
- **Creativity / Innovation**
Generating imaginative, creative or novel approaches to work related issues; ability to invent, explore and imagine new approaches, frameworks or solutions and ability to stimulate ideas in self or others.
- **Health & Safety**
A commitment to safe work practices and the shared responsibility of Occupational Health and Safety in the workplace in accordance with the relevant Regulations currently in force and in accordance with Flightline Aviation's Occupational Health and Safety Policy and guidelines as modified from time to time.

Approval of Position Description

Manager	
Title	
Name	
Signature	
Date	

Employee	
Title	Aircraft Tradesman
Name	
Signature	
Date	