Job Class Profile:

Assistant Chief Aircraft Inspector

Pay Level:

CG-37

Point Band:

814-847

						Accountability		Development	Environmental	
		Interpersonal				& Decision		and	Working	Total
Factor	Knowledge	Skills	Physical Effort	Concentration	Complexity	Making	Impact	Leadership	Conditions	Points
Rating	5	4	4	6	5	5	5	3	5	
Points	233	67	25	29	150	108	103	64	54	833

JOB SUMMARY

The Assistant Chief Aircraft Inspector assists the Chief Inspector in implementing Transport Canada Regulations and procedures and for ensuring airworthiness and the quality control (QC) of aircraft and inventories operated by the Government of Newfoundland and Labrador.

Key and Periodic Activities

- Oversees the daily activities of the Approved Maintenance Organization (AMO) to ensure overall compliance with Transport Canada Regulations and maintains records on aircraft using computerized maintenance software.
- Maintains planning activities for all aircraft.
- Inspects aircraft parts for correct documentation and ensures they meet the type design and are intended for use on aircraft.
- Performs engine condition and trend monitoring (ECTM) of aircraft turbine engines.
- Inspects aircraft to determine airworthiness to ensure aircraft meets Transport Canada Regulations and consults with Aircraft Maintenance Engineers on airworthiness issues.
- Carries out internal audits of technical records, stores, out-bases and shops to ensure company polices and Transport Canada requirements are complied with. Reports defects to the Maintenance Manager and ensures rectification is carried out in a timely manner.
- Reviews Transport Canada Airworthiness Directives (AD) and Manufacturer's Service Bulletins (SB) to determine applicability to aircraft. Updates computer system accordingly.
- Oversees activities of clerical staff to ensure work is completed correctly. Ensures publications for aircraft are current and at the latest revision status.
- Enters new aircraft information into computer system maintenance template and ensures the required inspections and components are added.
- Updates inspection sheets and forms. Ensures Aircraft Journey Logbooks are updated and amended as required.
- Develops, reviews and updates maintenance schedules for all aircraft operated by government and submits to Transport Canada for approval.
- Performs in-house training of maintenance staff and pilots on topics such as Minimum Equipment Lists, Maintenance Control Manuals, computerized maintenance training and

Key and Periodic Activities

- general policies and procedures.
- Assumes the duties of Chief Inspector when required.

SKILL

Knowledge

General and Specific Knowledge:

- Transport Canada Regulations.
- Policy and Procedure Manuals.
- Evolving developments and trends in aircraft maintenance engineering field.

Formal Education and/or Certification(s):

 2 Year Diploma in Aircraft Maintenance Engineering from an approved Transport Canada approved institution and possession of a valid Transport Canada Aircraft Maintenance Engineer's License.

Years of Experience:

— Minimum: 5 years.

Competencies:

- Proofreading, editing and formatting documents.
- Ability to operate a computer.
- Analytical skills.
- Problem solving skills.
- Ability to keep abreast of trends and developments.

Interpersonal Skills

- A range of interpersonal/communication skills is utilized and include listening to information from Aircraft Maintenance Engineers and Mechanics regarding problems or concerns on an aircraft or in stores in order to rectify or provide solutions to problems; asking questions to get information on a snag or defect in order to troubleshoot; asking questions to ensure parts are suitable for aircraft and documentation is in order; providing routine information to Aircraft Maintenance Engineers in the completion of Manufacturer's Service Bulletins or Transport Canada Airworthiness Directives; and communicating complex technical information from an aircraft manufacturer representative to the Aircraft Maintenance Engineers.
- Most significant contacts are with employees within the immediate work area to ensure the Approved Maintenance Organization operates within policy guidelines; supervisors/managers for quality control of the operation; and with maintenance and stores personnel within the department regarding the daily activities of the organization.

EFFORT

Physical Effort

- The demands of the job occasionally result in considerable fatigue, requiring periods of rest

as the job requires sitting at a computer for extended periods of time.

- Receiving and inspecting heavy parts can require lifting or moving objects less than 10 lbs. on a regular basis and lifting objects over 50 lbs. may be occasionally be required.
- Standing and walking are constantly required when walking to stores and/or the hanger floor to inspect aircraft and components. Climbing stands to gain access to higher points of the aircraft and working in awkward or cramped positions or body movements occurs regularly when inspecting aircraft.
- Manual or physical activities include performing fine finger or precision work constantly. Using hand tools that require accurate control and steadiness and maintaining physical balance is required on a regular basis and using gross motor skills, machinery or equipment that requires very controlled movement or equipment that requires rapid physical movement and reflexes are occasionally required.

Concentration

- Visual concentration or alertness is required when entering data into the computer system, inspecting aircraft and parts and reading technical manuals and running reports.
- Auditory concentration includes regularly listening to aircraft and pneumatic shop tools running.
- Alertness and concentration are required when performing repetitive inspections of aircraft and data entry. Higher than normal levels of attentiveness or alertness for the health and safety of others is required when inspecting aircraft and components.
- Time pressures and deadlines are experienced as the aircraft must remain serviceable and down time limited. Lack of control over the pace of work occurs occasionally when several aircraft could possibly break down at the same time.
- Exact results and precision are required when performing tasks such as entering data into the computer, maintenance planning and using precise measuring tools.

Complexity

- Work involves performing a series of tasks and activities to ensure airworthiness and quality control of aircraft and inventories which are different but allow the use of similar skills and knowledge. Aircraft maintenance is constantly evolving and is a highly technical field which requires keeping ahead of trends and developments to ensure that safety is of the highest standard.
- A typical problem is maintenance planning and scheduling aircraft for down-time.
- Reference material to assist in addressing problems, challenges and issues include Transport Canada Regulations, in-house policy manuals, aircraft manufacturer's manuals and technical support.

RESPONSIBILITY

Accountability and Decision-Making

- While work tasks and activities are highly monitored and controlled and overseen by the Chief Inspector, day-to-day activities are carried out independently.
- Authority is exercised to input data into the computer system, receive parts and inspect aircraft. Audit reports, in-house manual amendments and changes to the maintenance

- schedule of an aircraft require approval from the Chief Inspector.
- Discretion and independence of action is exercised when providing input into decisions and corrective actions and when determining suitability of a part for installation on an aircraft.
- Provides advice to engineers or mechanics on how to solve a problem or issue.

Impact

- Work results can have an impact within the immediate work area, department/group and on customers/clients/patients/general public.
- Work results may impact equipment, processes and systems, information and corporate image.
- Mistakes or errors can result in very serious outcomes such as aircraft being grounded and aircraft safety comprised. Errors identified in an audit by Transport Canada can result in fines and/or shutdowns which will impact finances and government's image.
- Aircraft work is highly monitored by the Quality Control Department and Transport Canada.

Development and Leadership of Others

- Not responsible for supervision of staff.
- Assigns and/or co-ordinates work and may be expected to provide feedback to staff and/or management. Provides advice and guidance to aircraft mechanics in the completion of manufacturer service bulletins and Transport Canada Airworthiness Directives; provides orientation to new employees on policy and quality assurance procedures; reviews task cards and advises Aircraft Maintenance Engineers of any errors.

WORKING CONDITIONS

Environmental Working Conditions

- There is a requirement to wear personal protection equipment such as safety glasses, safety boots, respirator, gloves and coveralls at all times within the work area. The use of a fall arrest harness is required when working on top of aircraft.
- The likelihood of minor cuts, bruises, abrasions, minor illnesses or fractures resulting from hazards in the job is moderate. Partial or total disability would be limited.
- Regularly exposed to unusual/distracting noise from aircraft, fumes, hazardous chemicals, toxic or poisonous substances, dangerous heights or depths, wet or slippery surfaces, electrical shocks, awkward or confining spaces when inspecting aircraft and travel for base inspections and to attend maintenance courses.
- Exposure to dirt, dust, filth or garbage, limited ventilation and lighting, vibration bodily fluids and waste, infectious diseases odours, temperature extremes, fire, physical dangers or threats, sharp objects, heavy machinery and adverse weather conditions is occasional.