



Waltzing Matilda Aviation

Maintenance Controller

Reports To: Manager of Integrated Operations Control Center

Direct Reports: None

1. POSITION SUMMARY:

The Maintenance Controller impacts WMA's safe and efficient flight operations and business growth through the role of supporting the maintenance department with coordination of maintenance discrepancies and corrections on all operational aircraft.

2. JOB RESPONSIBILITIES:

- A. At the beginning of each shift, determine schedules, maintenance/inspections, unscheduled maintenance requirements, items awaiting maintenance and available work force.
- B. Coordination of the maintenance discrepancies and corrections of all operational aircraft, monitoring all mechanical problems on the line extending every effort to reduce and hold maintenance recovery time to the very minimum.
- C. Collect and enter flight delay and cancellation data into the M&E system for improvement of operational reliability.
- D. Periodically review flight termination messages to analyze and determine if corrective action is sufficient, and if not, initiate proper action as soon as it is feasible to supply information and parts to stations taking action.
- E. Coordinating parts, manpower requirements and travel arrangements for field repairs. Monitoring field repairs and coordinating the return of work crews and parts to their home base.
- F. Ensuring outstation maintenance documentation is complied with on WMA aircraft as required.
- G. Coordinate with the Supply Chain Department for the current status of AOG parts in progress for aircraft requiring repairs.
- H. Monitor aircraft availability and coordinate any equipment changes between the Maintenance Department and IOC.
- I. Approves, controls, monitors and schedules non-routine and deferred maintenance activities including MEL/CDL requirements. Coordinate with Dispatch on MEL and CDL procedures and status.
- J. Maintain and monitor a current MEL List. Review parts required and expedite if necessary to the appropriate maintenance base for correction.
- K. Supply the Manager of Quality/Chief Inspector with any incident reports reported by IOC for completion of Service Difficulty Reports.
- L. Maintain and monitor a Master Ferry Flight List issuing numbers and permits as required.
- M. Responsible for maintenance related inputs from IOC to the Company's Security and Safety Management System (SMS) and associated Safety Risk Management and Safety Assurance programs.
- N. May assume responsibilities of the Manager of IOC in their absence.
- O. Perform other duties as assigned by the Manager of IOC or a designee.



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P. In absence, the Manager of IOC will handle the delegation of duty.

3. QUALIFICATIONS:

A. Required:

1. Current Airframe and Powerplant Certification.
2. At least two years experience on Q400 or part 121 line maintenance.
3. Must be able to speak, read, and write in English.
4. Must be able to demonstrate authorization to work in the US.