



MRO Manager – Goulburn Based

Corporate Air (established 1972) operates a fleet of M23, C441, C404 and B58 aircraft on contract and charter operations across Australia. We are currently seeking to recruit an experience MRO Manager to be based in our **Goulburn MRO Facility**.

This position will require a high degree of professionalism and integrity.

Essential qualifications and experience includes:

- Have a proven track record in management and leadership of an MRO facility.
- A valid and current Australian AME License with ratings on at least one aircraft type operated by Corporate Air.
- Have though knowledge and experience with the applicable CASA regulations.
- Financial accountability for the department.
- Initiating and performing within company and departmental KPI's.
- Excellent intrapersonal skills with the ability to efficiently communicate with staff at all levels, internal/external customers, suppliers and external auditors.
- Hold a current and valid Aviation Security Card (ASIC)

It would also be an advantage to have:

- A working knowledge of Aircraft Maintenance Software, such as WinAir, IAS or similar.
- Sound knowledge of the Microsoft Office suite of products.

Attractive package commensurate with qualifications and experience will be offered to the successful candidate (including a company vehicle).

A detailed position description is available from the company website www.corporate-air.com.au

Applications can be forwarded to mroapplication@corporate-air.com.au

POSITION DESCRIPTION

Title: MRO Manager
Department: Maintenance, Repair & Overhaul Division
Reports to: Senior Management Group

Roles and Responsibilities

- Ø Demonstrate reliability, accuracy and willingness to accept responsibility.
- Ø Manage, plan and co-ordinate resources to the work program (including when on call) to ensure consistent achievement of internal and external customer requirements, whilst maintaining a commercial focus (make it happen efficiently).
- Ø Identify and implement systems and processes to and ensure company and regulatory compliance including the effective running of WinAir.
- Ø Communicate effectively with staff at all levels, internal / external customers, suppliers / vendors on MRO matters as required by the Company.
- Ø Ability to commit to and deliver quality outcomes IAW negotiated deadlines.
- Ø Ability to navigate and comprehend company and aircraft manufacturer manuals.
- Ø Ability to navigate and comprehend CASA regulations.
- Ø Ability to effectively use WinAir software, and
- Ø Hold or qualify to hold an ASIC card and airside drivers licence.

Manage the MRO facility and be responsible for carrying out the duties concerned with the maintenance of aircraft and aircraft components in such a matter that the requirements under the Civil Aviation Act and Regulations are adhered to. Additionally;

- Ø Adhering to the MRO budget, profitably manage an efficient customer focused MRO facility, incorporating the direction and motivation of maintenance and support staff, to consistency deliver excellent service to the MRO's customers.
- Ø Maintain MRO staff roster on company web portal, including effectively managing and participating in the 24/7 MRO 'On-call Roster' and, in conjunction with Administration Manager, approve leave.
- Ø Participate in the MRO 'On-call roster' for a minimum of 330 days per annum, or efficiently delegate this requirement to other suitable staff such that 24/7 coverage (Engine/Airframe/Electrical/Instrument/Radio) for all aircraft types maintained by the MRO Division is available.
- Ø Manage the training requirements for maintenance personnel with an emphasis on development and coaching. Provide guidance and on the job training to less experienced and unlicensed engineers.
- Ø Identify, review and implement systems and processes to and ensure compliance of calibrated tooling and engineering personnel licenses and approvals.
- Ø Research, develop, implement and monitor the efficiency of operations including recommending staffing structure, recruitment, and terminations for staff to Management.
- Ø Develop, implement and monitor Key Performance Indicators for all processes and staff within the MRO.
- Ø Internal auditing and review all processes in accordance with the companies SMQM.
- Ø Develop and implement fleet management and modification programs in conjunction with HAAMC.
- Ø Develop, implement and maintain appropriate and compliant instructions and procedures in the Maintenance Procedures Manual in conjunction with HAAMC.
- Ø Ensure ongoing compliance with Maintenance Procedures Manual and CASA CAR 30 approval E.g. make sure the workshop complies with regards to data, tooling, personnel, procedures etc.
- Ø Assist HAAMC develop and implement appropriate Aircraft Airworthiness and Maintenance Control instructions and procedures with particular regard to Minimum Equipment Lists, the Maintenance Control Manual and Systems of Maintenance.
- Ø Oversight and guidance of stores processes and approve purchases in conjunction with the HAAMC and Administration Manager.
- Ø Participate in Heads of Division meetings as required by the CEO or company Manuals.
- Ø Responsibility for general facility security and MRO maintenance records stored on site.