

Director, Aircraft Maintenance  
Embry-Riddle Aeronautical University

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Posted Dec. 5, 2019, expired Apr. 5, 2020

**Job Title** Director, Aircraft Maintenance

**Department**

**Institution** Embry-Riddle Aeronautical University  
Prescott, Arizona

**Date Posted** Dec. 5, 2019

**Application** Open until filled

**Deadline**

**Position Start** Available immediately

**Date**

**Job Categories** Director/Manager

**Academic Field(s)** Facilities/Maintenance/Transportation

**Job Website** <https://embryriddle.taleo.net/careersection/002/jobdetail.ftl?job=190705>

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**Job Description**

Responsible to the ERAU Flight Department for the overall operation of the ERAU Federal Aviation Administration (FAA) Part 145 repair station activities. The first priority of this position is to ensure that the highest degree of safety is upheld during all maintenance activities. The Director of Aircraft Maintenance provides support and leadership to a large group of aircraft maintenance professionals seven days a week. The director is responsible for planning all scheduled maintenance and managing unscheduled maintenance to provide a high level of aircraft availability to the College of Aviation Flight Department.

In addition, the director is responsible for ensuring that proper documentation on ERAU aircraft is kept and that all maintenance is completed in accordance with current Federal Aviation Regulations,

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airworthiness directives, service bulletins, and aircraft repair station manuals. The director is also responsible for the strategic and daily budgeting for all costs associated with the maintenance of ERAU aircraft. The director is responsible for ensuring and providing adequate training, equipment, materials and competent personnel pertinent to the operations of the repair station. In addition, the director communicates and coordinates with the FAA, aircraft manufacturers, aircraft part vendors, Fixed Based Operators (FBOs) and service contractors as required.

**Essential Job Functions, Duties, or Accountabilities:**

Direct all ERAU aircraft maintenance operations and provide leadership to the fleet maintenance department to ensure compliance with all applicable Federal Aviation Regulations (FARs), airworthiness directives, service bulletins, and aircraft repair station manuals pertaining to ERAU aircraft as the Accountable Manager for FAR 145 Repair Station 25%

Develops and collects on Key Performance Indicators for overall department performance. Submits reports and summaries across a wide range of measures to demonstrate performance based assessment of department. 15%

Develops daily maintenance schedules that will provide the highest level of aircraft availability to the flight operation 5%

Provides oversight and guidance on day-to-day expenditures all aircraft and maintenance accounts (

**Contact Information**



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**Contact**

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