



**Job Title: IAR Maintenance Coordinator, Reports To : IAR Director of Flight Operations**

**APPLICATIONS MUST BE SUBMITTED BY FRIDAY, MARCH 11<sup>th</sup>**

**Minimum Requirements:**

Hold a valid FAA Airframe and Power Plant Certificate with Inspection Authorization. Turboprop FE Certificate with C130 FE experience is desirable but not required.

- 10 years' maintenance experience on C130 aircraft
- Knowledge of C130 maintenance programs, troubleshooting mechanical issues on C130 aircraft
- Ability to travel as required
- Possess a valid Passport
- Have excellent oral and written communication skills
- Know how to use C130 Technical data
- Know how to acquire parts and materials
- Fully understand IAR's AIP Program
- Intimate knowledge of CFR Part 43 as relating to CFR Part 91 operations.
- Intimate knowledge of the IAR MEL policies and procedures
- Ability to assess the performance of the maintainers working on IAR aircraft, either the FE's performing MX tasks or MRO maintainers performing contracted maintenance.

**Job Description:**

Coordinate with IAR Operations all scheduled and unscheduled maintenance, service interruptions, emergencies, parts requirements, Alert Service Bulletins and AD Notes, Technical Operational requirements, aircraft movements, maintenance requirements and inventory for outstations in coordination with the MRO.

**Duties and responsibilities**

- **FAA POC** for IAR Flight Ops regarding airworthiness of all aircraft
- Liaison with the MRO, through verbal and written communications
- Schedule A, B and C checks
- Maintain all MX records, a/c status books
- Maintains FAK inventory for each aircraft
- Review and approve MRO contracts
- When aircraft are at the MRO serve as the onsite representative
- Schedule all aircraft modifications and improvements with the MRO with sufficient planning to ensure a successful redelivery
- Coordinate all aircraft maintenance through the MRO; post flight squawks, pre-flight squawks, maintenance required at outstations, maintenance required for aircraft transit, engine and prop R&R
- Attend flight crew briefings as MX representative for pre flight-brief, post flight brief when available
- Ability to work anywhere in the world with little support or maintenance structure to produce an aircraft delivery
- Coordinate with the MRO all parts requirements, parts and material logistics, customs and local transportation
- Liaison with all Flight Engineers / Maintainers in Flt Ops
- Maintain the highest level of quality in conjunction with the MRO
- Keep the President and Director of Flight Operations apprised of the status of each aircraft at all times
- Work closely with the FE's to provide the MRO all details of technical issues
- Assign MX Tasks to IAR FE's and ensure they have required guidance and support
- Work closely with the MRO to coordinate outside services, (aircraft washing, aircraft painting, etc.)
- Responsible for the AIP and FAA approvals
- Perform tasks and duties as assigned by the President and Director of Operations
- Serve as IAR Operations representative for the CASS Program
- Attend Industry events associated with C130 aircraft or it's technical and maintenance requirements
- Coordinate with MRO when Flight Operations hires outside services on IAR's fleet

**Working conditions**

Working in office spaces and all weather and climate environments, aircraft hangars and component overhaul/repair shops, foreign countries and IAR outstations worldwide. The primary work location will be an office environment in Flight Operations close to the MRO to enable face-to-face contact with MRO managers, and to allow monitoring of MRO activities on IAR aircraft. 24/7 communications with all deployed IAR crews is essential, there will be occasional after hours telephone calls and/or electronic communications in order to expedite off-site MX tasks performed by deployed crews.

**Physical requirements**

Ability to lift 40 pounds, work off of ladders and man-lifts, stand for long periods of time