



Job Title: Repair Manager
Reports To: Vice President of Operations

Summary of Position:

The Repair Manager is accountable for and manages the Repair Department which is responsible for processing military and commercial cargo system component repairs. The Repairs Manager will ensure that the department is sufficiently staffed and complies with the required internal and governmental regulations. In addition, the Repairs Manager will be responsible for understanding the financial performance of the Repairs Department within U.S. Cargo Systems. This includes working with the Sales Department with the intent to grow the volume and overall profitability of commercial and military repairs.

Duties and Responsibilities:

- Ensure that the proper equipment and controls are in place to perform repairs in a compliant and consistent manner.
- Ensure that the repair department is adequately staffed to meet the business goals.
- Ensure that technical data on articles overhauled or repaired by the Repair Station are secured and kept current with latest revisions.
- Work to optimize all repair department processes.
- Provide detailed periodic repair department summary reports, to include information on product reliability.
- Manage the process of conducting preliminary, hidden damage, in-process, and final inspection of articles processed by this Repair Station and ensure results are recorded.
- Provides the staff and resources to ensure the availability of documents authorizing repairs, tests and/or calibrations. Oversees the process of tagging and identification of parts.
- Work with Configuration Management to ensure that technical data on articles overhauled or repaired by the Repair Station are secured and kept current with latest revisions. This data will include manufacturer's overhaul manuals, or drawings, service bulletins, part specifications; related Federal Aviation Administration approved data and other technical data used by the Repair Station.
- Maintain files of completed work orders and inspection forms in such a manner that the file pertaining to a specific item repaired can be readily located for review.
- Maintains the preservation of all articles or parts that are subject to deterioration and shelf-life specifications and conducts quarterly audits of the materials.
- Performs monthly audits on calibration equipment.
- Coordinate and communicate work orders to internal customers to ensure best possible response time to external customers.
- Able to perform repair of cargo components in accordance with proper procedures, technical publications, and work instructions.
- Ensure periodic maintenance of the repair shop area to 5 S standards.
- Certify and sign off on work performed by other authorized repair persons.
- All other duties as assigned.



Supervisor Responsibilities:

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Core Competencies:

- Commitment to company Core Values: Integrity, Pursuit of Excellence, Positive Energy, Teamwork, Accountable and Achieving Results.
- Dependability: personally responsible, completes work in a timely manner, and performs tasks accurately.
- Motivation: must maintain a positive attitude and strong work energy.
- Management: must possess coaching and development skills.
- Communication: excellent interpersonal and oral and written communication skills.
- Independent: must have the ability to carry out and follow through on tasks with minimal supervision.
- Initiative: plans work and carries out tasks without detailed instructions, prepares for problems or opportunities in advance, undertakes additional responsibilities.
- Problem Solving: ability to develop and implement new ideas to improve processes.
- Time management: ability to organize and manage multiple priorities and effectively deal with tight deadlines and pressure.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must have the ability to obtain a US export License under ITAR regulations.
- Must be able to obtain an FAA Repairman certificate.
- Must be at least 18 years of age due to FAA regulations.
- Ability to read, write, speak and understand the English language.

Education and/or Experience:

- College Degree or equivalent.
- Minimum of 10 years related experience.
- Minimum of 4 years aircraft component experience preferred.
- FAA Airframe & Powerplant License preferred.



Physical Demands/Work Environment:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Maneuvers in, around, under, and about factory and/or laboratory equipment on a regular and continuous basis.
- Must be able to lift and carry up to 40 pounds and comply with OSHA standards.

While performing the duties of this job, the employee may be regularly required to sit, stand, bend, reach and move about the facility. The environment characteristic for this position is an office setting. Candidates should be able to adapt to a traditional business environment.

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