

## **Quality Control Manager**

The Quality Control Manager is responsible for the development, implementation and management of all quality systems of the repair station, including FAA Part 145, EASA Part 145, FAA Part 21 and AS9110 and ensuring compliance with regulatory and customer requirements.

### **Responsibilities:**

- Ensuring that repair station personnel conduct operations in accordance with Part 145.
- Supervising quality system personnel.
- Maintaining the Repair Station manual in a current condition by incorporating updates to all manuals, and auditing the revision status of all manuals.
- Maintain and keep current a file of pertinent FARs, Specifications, Type Certification Data Sheets and Airworthiness Directives.
- Determine that all technical data on all articles overhauled or repaired by the repair station are secured and kept current with latest revisions. This data will include the repair station's process specification(s) for limited rating specialized services, manufacturers' overhaul manuals, service bulletins, part specifications, related FAA approved data and other technical data used by the repair station. In addition, the Quality Manager will assure that all military technical orders used in the overhaul and repair of components have been evaluated and approved by the FAA.
- Submitting reports of defects or unairworthy condition in accordance with FAR 145.63.
- Assuring the proper execution of FAA Airworthiness forms, and/or maintenance releases, when required.
- Establish and administer a program for management of inspection tools and the calibration of precision test equipment used by the repair station, and mechanics who have their own precision equipment. The Quality Manager will also assure that current records of those inspections and tests are maintained
- Accomplish the final acceptance of all incoming material, including new parts, supplies and the airworthiness of articles on which work has been performed outside the repair station by contract.
- Maintain an approved supplier list that includes the date the supplier was approved and the items that a supplier is approved for, and authorize procurement only from the approved supplier list.
- Ensure that training programs are assembled and delivered and properly documented
- Ensure that a sufficient supply of firefighting and safety equipment is provided for use in the repair station and is replaced after use.
- Serving as the primary contact with the Federal Aviation Administration
- Other duties and tasks as requested or assigned.

The Quality Control Manager, may delegate all assigned duties to any qualified assistant as necessary; however, such delegation does not relieve the Quality Manager of the overall responsibilities.

**Requirements:**

- Meet company hiring requirements, including passing drug screen and background check and meeting age requirement.
- High school diploma or equivalent (GED).
- Strong management skills.
- Strong accounting skills.
- Excellent organizational skills, including planning and execution of those plans.
- Excellent problem-solving skills.
- Excellent verbal and written communication skills.
- Excellent interpersonal communication skills.
- Ability to learn and use various software, including shipper databases, internet, e-mail and business system.
- Ability to learn and use various office equipment, including computers, printers and copiers.
- Ability to work both independently and as a team member.
- Ability to accept and understand direction on assigned tasks.
- Ability to meet strict schedules and work under pressure.

**Desired Experience:**

- Direct interaction with the FAA
- Direct responsibility for a Quality Management System
- Oversight of and management of a Quality Control team
- Management responsibility within a high velocity production environment
- Management responsibility in a small business environment (less than 100 employees)
- Tool calibration program management experience
- FAA approved technical data management experience
- Face to Face customer service experience