



Your Life. Our Mission.

New England Life Flight, Inc.
Job Description

I. POSITION Director of Aviation Maintenance

II. JOB SUMMARY:

The Director of Aviation Maintenance (DOM) reports to the Director of Operations-Aviation and is responsible to oversee all maintenance activities under Boston Med Flight's (BMF) Federal Aviation Administration's (FAA) Part 135 air carrier certificate. He/she is also responsible for complying with and signing of Part D of the FAA 135 Operations Specifications for BMF. He/she maintains maintenance personnel's FAA required records, schedules and assures that all maintenance personnel maintain currency and proficiency in aircraft assigned to BMF's Air Carrier Certificate. The DOM has the ability to access executive leadership if aviation maintenance and maintenance operational issues cannot be resolved at a program level.

III. MAJOR DUTIES AND RESPONSIBILITIES:

- Meets the qualifications in FAR Part 119, SubPart C, Part 135, and specifically Part 135 SubPart J to be the Director of Maintenance.
- Provides strategic management for maintenance processes at BMF to include developing long and short-term maintenance plans that minimize impacts on BMF's ability to complete transport operations.
- Supervises and is responsible for all maintenance and inspection personnel.
- Ensures that all BMF's aircraft are maintained in an airworthy condition prescribed by applicable regulations, Airworthiness Directives and standardized practices.
- Ensures that all inspections, repairs, and component changes are accomplished in accordance with manufacturer's maintenance manuals and/or FAA approved procedures.
- Ensures compliance with safety policies, maintenance procedures, airworthiness directives, service bulletins, and applicable Federal Aviation Regulations.
- Available to manage emergent aircraft maintenance needs regardless of the day or time.
- Coordinates training activities and ensures all maintenance technicians are credentialed and supervised according to the requirements specified in the Federal Aviation Regulations.
- Coordinates with outside contracted and non-contracted services when maintenance activities are being performed on aircraft assigned to BMF's air carrier certificate.
- Primary point of contact for all aircraft manufacturer's representatives, parts vendors, and repair facilities.
- Maintains an approved vendor list and assure required audits are accomplished and records maintained as required for FAA review.
- Assures maintenance personnel have the necessary overhaul manuals, service bulletins, airworthiness directives, applicable sections of this manual, and any other required technical data and assure all technical data is current and revision control system is in place.
- Maintains all necessary work records, logbooks, the maintenance tracking program, and the aircraft permanent maintenance records are updated as applicable before returning an aircraft to service.
- Coordinates with the Chief Technician all the weight and balance records for all aircraft.
- Completes any required reports and submits them to the Director of Operations-Aviation for forwarding to the FAA.
- Coordinates scheduled maintenance activities with the Director of Operations-Aviation utilizing off peak demand hours as much as possible.
- Assists the Director of Operations-Aviation in formulating operations policies, coordination of those policies, and coordinates training for mechanics.
- Performs maintenance technician daily work as required.
- The DOM may delegate functions to other personnel, but will retain full responsibility and accountability for all such duties.
- Assure all company safety policies and procedures are strictly adhered to.
- Assures that process and procedures for ordering and maintaining aircraft parts inventory and vendor tooling.
- The DOM is responsible for assuring that all SBH contract requirements are met and monthly reports are accomplished.
- Participates in the development of the annual aircraft maintenance budget.
- Participates in recruiting and hiring new maintenance personnel with BMF Human Resource staff.

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- Coordinates the orientation of new aviation maintenance staff.
- Promotes and maintains positive professional working relationships.
- Other assigned duties as determined by the Director of Operations-Aviation.

IV. SKILLS AND ABILITIES:

- Ability to read, write and understand the English language.
- Excellent written and verbal communication skills required.
- Ability to manage multiple deadlines and tasks.
- Demonstrates effective leadership skills.
- Demonstrates and promotes effective interpersonal skills
- Demonstrates excellent organizational skills.
- Fluent in computer skills and Microsoft Office.

V. EDUCATION AND EXPERIENCE:

- Five years as Airframe and Power plant mechanic.
- Three years of experience at a helicopter air ambulance program (preferred) or other Part 135 operation (acceptable) with multi-engine aircraft.
- Two years of management experience (managing multiple aircraft and maintenance technicians).
- Factory trained or other equivalent training in aircraft assigned to the BMF Air Carrier Certificate. (preferred)

VI. WORKING CONDITIONS/PHYSICAL DEMANDS:

- Ability to operate around and in helicopters and is exposed to non-conventional motion, noise, vibration, chemicals (jet fumes) and extreme heat or cold.
- Ability to lift at least 50 pounds using proper body mechanics and bend and carry heavy equipment.
- Ability to safely work from ladders and approved maintenance stands to perform tasks.
- Works in a patient care environment around the aircraft and is exposed to possible infectious diseases and chemical solvents and agents used in the medical and aviation industries.
- Position may require sitting and/or standing for long periods of time.

NOTES:

- A FBI background and CORI checks will be performed prior to employment.
- Subject to random drug and alcohol screening IAW Part 120 of the Federal Aviation Regulations.
- FLSA Exempt
- The specific statements included in this job description are not intended to be all-inclusive but rather represent typical elements considered necessary to successfully perform the job.

How to Apply:

Please visit our career center by clicking [here](#) to submit an application and résumé.

Or mail to:

Human Resource Manager
Boston MedFlight
Robins Street, Hangar 1727
Hanscom Air Force Base
Bedford, MA 01730

Please also provide 3 letters of recommendation as well as copies of your certification and licenses. Letters of recommendation should be sent directly to the Human Resource Manager at the address above or to HR_Dept@bostonmedflight.org.

For More Information:

Please visit our website to get more information about current job opportunities and our program:

www.bostonmedflight.org

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