



SENIOR CORPORATE MECHANIC

Reports to: Deputy Head of Maintenance	Abbreviation:
Division/Department: Engineering	Deputised by:
Location: ITJC - Stansted	Version/Date: v2 JAN2025

JOB PURPOSE

The Senior Corporate Aircraft Mechanic is to assist the Licensed Engineers in the running of a designated zone of an aircraft maintenance input. He/she is also required to deputise for the Licensed Engineer, taking control of the zone and liaising with the Hangar supervision.

ACCOUNTABILITY

- To ensure that his/her work is completed to the latest technical data
- Work carried out meets the highest quality standard and meets regulatory standards
- Accountable for the organisation and timely execution of work carried by direct reports in his / her assigned area of responsibility

MAIN RESPONSIBILITIES AND DUTIES

- Carrying out maintenance tasks as directed by the Licensed Engineer and ensuring all relevant paperwork is correctly filled in
- Ensuring good housekeeping within the hangar environment and associated workshops. Paying particular attention to his/her designated work area
- Ensuring all activities are carried out in accordance with relevant company and Health and Safety procedures
- So far as quality is concerned, he is to ensure that all contract staff under his control are properly directed, have comprehensive work instructions, and adequately briefed on each activity and understand and work to the quality system as defined in part 3 (quality systems) of the company MOE
- The organisation and control of labour within his/her area of responsibility in conjunction with the licensed engineer
- The raising of work cards and requisitions as directed by the Licensed Engineer
- To carry out and supervise aircraft towing maneuvers using the company tug equipment
- Ensuring company Vehicles, Tooling and Equipment are kept in good condition
- Constantly seek improvement in all activities to maximise productivity and minimise cost
- Communicating the progress of inputs/projects daily by written reports and daily meetings
- Any other duties as may be required by the Shift Supervisors, Hangar Manager and/or by the Head of Maintenance
- Any other duties as may from time to time be required

AUTHORITIES

- To request and provide assistance to the Hangar Supervisor / Deputy Head of Maintenance and Head of Maintenance
- To request assistance from other departments

QUALIFICATIONS PREREQUISITES

- Demonstrable experience in a similar role
- Completed a recognised aircraft mechanic apprenticeship
- Computer literate with experience in ERP software and Microsoft Office.
- Excellent organisational and communication skills
- Full Clean UK Driving Licence

EMPLOYEE DECLARATION

I confirm that I have read and understand the requirements and responsibilities of my role and agree to adhere to them if there is anything I do not understand I am aware that I should raise this with my line Manager

Print Employee Name:

Employee signature:

Date:

Manager Name:

Manager Signature:

Date