



Job Description

Job Title: Repair Station Technician-I
Department: Repair Station
Reports To: Repair Station Supervisor
FLSA Status: Non-Exempt
Pay Grade:
EEO Code: Technicians
Prepared Date: March 24, 2009

Summary:

Perform repair station maintenance, preventative maintenance and/or alterations IAW FAR Part 145 regulations. Each technician must meet the standard job performance criteria and company policies in addition to the items below. For advancement to the next level the technician shall demonstrate the capabilities associated to the next higher before being promoted. Must be able to meet all minimum standards within 90 days.

Department-Specific Duties and Responsibilities (Supervisor will identify Responsibilities and additional duties):

- Must be able to read, write, speak, and understand the English language.
- Comply with all applicable Federal Aviation Regulations, ISO procedures, and Wulfsberg policies and procedures.
- Use manufacturers approved data to conduct maintenance tasks.
- Ability to read, interpret and perform maintenance from electronic drawings and documentation.
- Inspect all assigned maintenance articles for defects and proper identification.
- Inspect all repair parts for proper identification.
- Record work performed in a complete and legible manner to ensure proper traceability.
- Must be able to work diligently to meet standard and expedited work deadlines as a participant in achieving on-time performance objectives.
- Perform and record various repair station audits and maintain test equipment calibration.
- Comply with lean work methods and keep workspace in a clean and orderly manner.
- Complies with the Cobham Avionics Code of Business Conduct and Ethics.

Supervisory Responsibilities:

- None

Qualifications:

- Entry level technician, with no specific product experience. Educated in electronics or has previous experience repairing electronic devices.
- Shall be responsible for meeting department goals based on the tech statistics calculator.
- Manual dexterity needed for use of small hand tools and excellent eye/hand coordination.
- 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.

Education and/or Experience:

- Must be familiar with electronics theory, schematics, artwork, hardware and test equipment.
- Two years minimum experience or education in related field of technology.

Language Skills:

- Ability to understand and comply with simple instructions.

Reasoning Ability:

- Ability to apply common sense understanding to carry out simple one- or two-step instructions.
- Ability to deal with standardized situations with only occasional or no variables.

Physical Demands:

- Heavy lifting may be necessary when moving equipment and benches.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Work Environment:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- The repair facility environment provided shall be well-lit, temperature controlled, and secured. When work is performed away from the repair station it will be in a safe area and protected from the elements.
- A forty-hour work week is the goal for hourly and salaried employees although employees may be asked to work extended hours when deemed necessary by the Accountable Manager.
- Repair station personnel shall have at least 24 consecutive hours of relief from duty during any 7 (seven) consecutive days or the equivalent thereof within any 1 (one) calendar month.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description is not intended to be all inclusive of every job function, duty and responsibility. Duties may increase, decrease and/or change as deemed necessary to support the department operations.

Name _____ Date _____