

**AMERIJET INTERNATIONAL, INC.**  
**POSITION DESCRIPTION**

**Job Title** : Maintenance Planner  
**Department** : Planning

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**SUMMARY**

Assists, and is responsible to, the Manager of Planning for the expeditious and accurate performance of the duties and responsibilities in the Planning department as listed below.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following, but not limited to:

- Evaluate, create, and update both Engineering Orders/Tasks in PMI as well as Job Cards , as assigned by the Planning Manager.
- Evaluate, sort, and prepare LDND's(last done, next due) reports using current MPD's; IAI' APB'; CMR's (as applicable) for the whole fleet as assigned by the Planning Manager.
- Work in conjunction with the Records Department in order to verify current AD's or any backup documentation needed to update PMI.
- Gather flight logs and enter all fleet information into PMI on a daily basis while auditing logs simultaneously against actual flights as reflected in Geneva by sequence number to verify all flights are inputted to include gate returns, and corrections due to gate returns. Enter fleet logs in blocks, by day, to ensure PMI reflects all aircraft hours and cycles as of a common point in time. Run the PMI system Time-Apply process daily. Provide QC Department on a daily basis with a status update of the aircraft times/ cycles in PMI.
- Gather, sort, and prepare closing copies of completed work packages and tasks. Provide Planning Manager continual updates, as needed, of completion status pertaining to all work assigned by the Planning Department. Update tasks as required in PMI system after review and final closing of work orders.
- Open new work orders in PMI as assigned by the Planning Manager, to incorporate entry of aircraft, station, dates, times, G/L numbers, tasks, and job cards.
- Coordinate required Maintenance Schedule (forecast) with Maintenance Control and outstations manager including fleet utilization and flight schedule.
- Coordinate with the Materials Department for any need of parts being issued; make sure the parts are issued on time and sent to the correct station.
- Print and prepare Weekend, A-Check, C-Check, and Special work packages as assigned by Planning Manager. This includes necessary forms, Job Cards, Engineering Orders, drawings, Tally Sheets, Airworthiness Directives, and Service Bulletins.
- Monitor supplies as needed by the Planning Department for office and maintenance work package use and order supplies as needed on a weekly basis.
- Consistently maintain quantity and quality of work standards set.

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- Adhere to Amerijet Company policies and procedures at all times.
- Other duties as assigned by the Planning Manager

**PERFORMANCE STANDARDS/MEASUREMENTS:**

- Always exhibits a professional demeanor.
- Works effectively with minimal supervision.
- Interacts effectively with coworkers.
- Demonstrates ability and resourcefulness.
- Proactive and timely in problem-solving.
- Recognizes priorities and organizes workload accordingly.
- Maintains communications with all involved parties.
- Ensure that work produced is accurate, thorough and neat.
- Maintains accurate and concise records/files.

**EDUCATION and/or CERTIFICATION:**

- Must have a High School Diploma or GED equivalent.
- Valid unrestricted drivers license.
- Must be able to obtain an Airport SIDA (Secure Identification Display Area) Badge.
- A & P License, Aviation related degrees a plus.

**REQUIRED KNOWLEDGE:**

- Ability to read, write and speak English.
- Must have strong verbal and written communication skills.
- Must be able to multitask and comprehend instructions, short correspondence, and memos and the ability to write correspondence and emails, prioritize, and type at least 45-50 WPM.
- Must be able to work in a fast-paced, high stressed, high demand environment.
- General office skills with good working knowledge of Microsoft Word, Excel, and Outlook.
- Ability to learn quickly and become proficient with software such as PMI, DigiDOC, FlyDocs.
- Must have FAA Part 121 experience, a good understanding of aircraft maintenance programs/requirements, Airworthiness Directives, aircraft log books pertaining to the recording of maintenance and flight information, maintenance forms, maintenance work instructions, maintenance corrective actions, and aircraft hours and cycle calculations.
- A good understanding of Manufactures' IPC (illustrated Parts Catalog), AMM, (Aircraft

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Maintenance Manual), SRM (Structural Repair Manual), AD (Airworthiness Directives) and SB (Service Bulletin).

- Must have the necessary writing skills to create complete, practical work cards from Service Bulletins, manufacturer's cards, Engineering Orders, etc.
- Must have good analytical, organizational, and communication skills.
- Must be able to analyze, based on new requirements or last compliances, future maintenance/inspection requirements and their associated time restrictions from the Maintenance Program, Airworthiness Directives, Service Bulletins, etc.
- Able to add, subtract, multiply and divide into all units of measure, using whole numbers, common fractions and decimals.

#### **REQUIRED EXPERIENCE:**

- Must have at least Five (5) years of aviation maintenance planning, Maintenance Programs and Technical Records experience.

#### **PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION:**

Physical Demands: Physical Demands: Some lifting (up to 30 lbs.). Occasional requirement to stand or sit whilst completing all listed tasks. Often requires movements of the neck in all directions. Intermittent reaching above shoulder height required to access storage areas and pigeon holes, stooping and bending from a standing position when lifting file boxes or collecting documents.

#### **TRAVEL**

This position may require traveling.

#### **ACKNOWLEDGMENT**

The above statements are intended to describe the general nature of work performed in this position. These statements are not to be construed as an exhaustive list of all responsibilities, tasks, and skills required of an employee in this position. **Amerijet International Airlines, Inc. reserves the right to request that other tasks be performed when warranted (for example, by emergencies, changes in personnel or workload, corporate reorganization, or technical development).** Amerijet International Airlines, Inc. also reserves the right to revise this job description.

#### **AAP/EEO STATEMENT**

Amerijet International Airlines, Inc. is an equal opportunity and affirmative action employer and will consider all qualified applicants without regards to race, color religion, national origin, sex,

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sexual orientation, gender identity, age, disability, veteran status or any other protected factors under federal, state or local law.

Any applicant requiring assistance with our online application process or who needs and accommodation for the application process due to a disability should contact (954) 320-5391 or send an e-mail to [ADAapps@amerijet.com](mailto:ADAapps@amerijet.com)

**LEGAL NOTICES TO ALL APPLICANTS**

[EEO is the Law](#)

[Pay Transparency Non-Discrimination Provision](#)

[Employee Rights Under The Family and Medical Leave Act](#)

[Employee Polygraph Protection Act](#)

[E-verify Participation](#)

[DOJ Right to Work](#)

[Florida Law Prohibits Discrimination](#)

[Dade County Living Wage Ordinance](#)