

JOB DESCRIPTION – Repair Station

Name of Host Worksite: Commercial Aircraft Interiors
Type of Business/Organization: Manufacturer
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Address: 1415 Pacific Drive
City & Zip Code: Burlington, WA 98233

Job or Project Title: Repair Station Technician

Worksite Location (where the work will take place): 1600 Port Drive, Burlington WA

Number of Interns: 2

Number of Supervisors on Project: 1

Send Resume to: hr@cai.aero

JOB or PROJECT DESCRIPTION

- The incumbent will provide skilled and pride in workmanship in the disassembly, repair, and reassembly of aircraft interior components made from composite, metal, and plastic materials in the aerospace repair station. Activities generally related to this role include disassembly, repair, cleaning, modification, use of adhesives, wiring, fill and fair, assembly, decorative application, functional testing.

Work Schedule – estimated schedule - Days / Hours per Day:

Start Date: 7:30 am

End Date: 4 pm

Monday - Friday

DUTIES AND RESPONSIBILITIES – List the specific duties and tasks which will be the regular function and responsibility of the Trainee:

- Inspects, disassembles, cleans, repairs, modify, reassembles and installs interior aircraft parts and components.
- Responsible for the setup, maintenance and tear down of work areas, equipment and materials; keeps work area neat and tidy. Organizes such materials and equipment, data and workflow to ensure job requirements are achieved.
- Reads, interprets, and adheres to drawings, blueprints, manufacturing specifications, work instructions, regulations, repair manuals, and quality procedures.
- Properly operates, maintains, and stores mechanical tools and equipment required to perform the job.
- Performs production duties associated with the processing, verification, quality auditing and inspection of assemblies, parts, and tooling for which the individual has been delegated accountability.
- Reports job status to the supervisor including any malfunctions, non-conformances, damaged equipment, or other obstacles to production.
- Ensures the on-time completion of tasks and reviews work for quality and completeness.

- Takes into consideration and participates in activities which fulfill compliance requirements to the AS9100 Quality Manual, Repair Station & Quality Control Manual, Training Program Manual, Production Approval Manual, Employee Manual, as applicable.
- Exemplifies good work practices and behaviors; operates with integrity, treats others with respect, demonstrates reliability and teamwork, initiative and creativity, problem-solving and decision making.
- Demonstrates clear and effective communication, both verbal and written. Prepares, maintains, and submits accurate paperwork as required, including job reports, timekeeping records, etc.
- Adheres to all applicable environmental, safety and health, and operations procedures and directives. This includes proper use of personal protective equipment in accordance with manufacturer specifications, Safety Data Sheets (SDS), and company guidelines.
- Ensures job site safety, promote safe work practices, and rectify job site hazards.
- Reads, understands, and interprets lockout/tag out indicators in the work area.
- Knows, understands, adheres to Company organizational policies and procedures; aligns with and represents CAI's mission, vision and core values.
- Performs other related tasks as assigned, some of which may become essential to the position.

REQUIREMENTS:

OCCUPATIONAL SKILLS– *List the minimum occupational qualifications initially required to do the work:*

- Clearly reads, writes and understands English.
- Demonstrated abilities in problem-solving, critical thinking, and basic mathematics.
- Good organizational skills and a high level of attention to detail.
- Good interpersonal and communication skills.
- Possess and demonstrate thorough understanding and a working knowledge of all phases of the job.
- Must be able to pass a DOL/FAA drug screen.
- Ability to stand for long periods of time.
- Must be able to wear safety equipment, including a respirator, as required.

Preferred Skills and Abilities:

- Aptitude for working independently with minimal supervision, meeting or exceeding production targets without jeopardizing quality.
- Skilled in the use of tools-of-the-trade.
- Ability to travel for on-site/AOG work if required.

List the specific workforce and occupational skills which will be learned:

- Inspection, disassembly, cleaning, repair, modification, reassembly and installation of interior aircraft parts and components.

DRESS CODE - *Indicate appropriate attire including any safety gear required for the worksite.*

- No open toe shoes.
- Must be able to wear safety equipment, including a respirator, steel toe boots, as required.

MATERIALS - *List the materials supplied by you; materials needed:*

- A respirator and safety eyewear as required.

EQUIPMENT PROVIDED – *Describe any applicable equipment, tools, and machinery the Intern will use, and applicable safety procedures for your workplace:*

Various hand, power and measuring tools.

JOB SITE TRANSPORTATION NEEDED – *Explain what transportation, if any, will be necessary; vehicles provided and estimated miles round trip: NONE*

CONTINGENCY PLANS – *Alternate plans for the trainee when conditions prevent work from proceeding on the project, e.g.: weather conditions, accelerated completion, etc. Trainee will be sent home with no compensation once a minimum of 4 hours have been completed.*

ON SITE TRAINING AND FORMAL TRAINING – *Trainee will receive hand on training from Senior Techs and other experienced employees. Training received will be transferable after 6 months of continuous apprentice training.*

ADDITIONAL PROVISIONS –

Authorized Signature

Print Name

Date

Title