

We are committed to providing a stable, growth-oriented and inspiring work environment that offers opportunities for professional, personal and financial growth. If you are interested in joining a growing team, where **YOU** are our most valuable asset, then MAC is the place for you.

## **Production Planner**

### **POSITION PURPOSE:**

The Production Controller is responsible for coordination of production workflow for MAC's repair station as well as planning and prioritizing operations to ensure maximum performance and on schedule completion of work.

### **RESPONSIBILITIES/DUTIES:**

- Determine staffing, equipment and materials needed to cover production demand
- Review and Plan working crew assigned to aircraft
- Coordinate with the Leads on what work will be assigned to the mechanics daily
- Maintain technicians' times cards for work completed through company's computerized maintenance program
- Evaluation and Preparation of work scopes (Work Package)
- Plan and prioritize operations to ensure maximum performance and on time completion
- Manage maintenance activities and timeline to ensure optimization of delivery schedule
- Control workflow of packages
- Manage information related to service bulletins and service letters
- Monitor jobs to ensure completion on time and within budget
- Prepare and submit status and performance reports
- Audit completed work cards for completeness and procedures to support the close out and arrange for the issue of release to service certificates with inspection.
- Collaborate with leads, quality control and other staff
- Review each task card to ensure the budgeted man-hours are not overrunning, supply an explanation to the GM and Heavy Check Supervisor of any anomalies
- Keep track of Customer Tallies
- Hold production meetings based on Customer requests or MRO needs
- Send out progress reports daily
- Ensure parts, materials and tooling is available when production requirements demand or as planned
- Hold a pre-dock, post-dock meetings and working crew critique

### **QUALIFICATIONS:**

- 5+ years as a maintenance technician, planning or work flow control in 121, 125 or 145 environments
- Hold a valid A&P License
- Proven ability to plan, schedule and control workflow

- Proficient with MS Excel, MS Planning and PowerPoint systems
- Understand and capable of working with maintenance programs and maintenance planning documents
- Combination of education and experience in airline maintenance or MRO maintenance

**SUPERVISORY RESPONSIBILITY:**

**TRAINING REQUIREMENTS:**

**WORKING CONDITIONS AND PHYSICAL EFFORT:**

Work typically performed in a hangar environment which will involve exposure to noise, chemicals, adverse temperatures and other similar hazards.

Mountain Air Cargo, Inc. is an Equal Opportunity Employer. We offer a comprehensive benefits package.