



FLSA STATUS: EXEMPT
JOB TITLE: CHIEF INSPECTOR
REPORTS TO: PRESIDENT/CEO
LOCATION: NEW WINDSOR, NY

Job Title: Chief Inspector

Location: KSWF

The Inspector is responsible to check the workmanship, material, standards and procedures of the PAS maintenance activities. Reports discrepancies noted to the Director of Maintenance. Performs inspection of work accomplished by airframe and powerplant mechanics or repairman.

Chief Inspector

- Reports To: President
- Responsible Area: Maintenance Planning and Control, Hangar & Line Maintenance personnel and activities.
- Authority Level: Has the authority as applicable to accomplish his duties and responsibilities.

Summary of Duties and Responsibilities

- A. Accomplish "Buy Back" inspections of items previously rejected during inspection and releases aircraft as airworthy in accordance with established procedures.
- B. Reviews the General Maintenance Manual, Manufacturers' Manuals, publications and specific (RII) items to maintain a high level of knowledge and proficiency to accomplish RI I Inspections. Ensure all manufacturers' technical service documentation and maintenance procedures are in order to ensure continued airworthiness of assigned aircraft.
- C. Reviews the GMM and other FAA approved/accepted manuals and offer ideas that can be applied to future revisions including the streamlining of processes.
- D. Examines aircraft Maintenance Logs prior to accomplishing (RII) inspections to determine the appropriate inspection required.
- E. Reviews aircraft projected due lists and provides aircraft status updates to staff on a regular basis.



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- F. Develops aircraft 135 conformity packages and become active member of team representing PAS during FAA review and approval process. Schedule regular update meetings to provide staff conformity progress reports.
- G. Execute proper forms when components or parts are replaced on aircraft and reviews Maintenance Flight Logs and inspection status forms to determine that maintenance and inspections have been properly cleared. Determines that items listed on Maintenance Logs and appropriate forms have been signed prior to releasing aircraft for return to service.
- H. Establishes that calibrated tooling used in the accomplishment of maintenance is in suitable condition and have been calibrated within the established time period.
- I. Manage CASS program and facilitate audit, data collection and CASS meetings.
- J. May be assigned to perform Flight Mechanic duties as required.
- K. Manage 135 RII/AWR and approved vendor programs.
- L. Track and assist in resolution of applicable Airworthiness Directives. Maintain Airworthiness Directive records as required, ensuring that all are complied with per manufacturer instructions and documented appropriately.
- M. Responsible for coordinating with Flight Operations, Leadership, maintenance vendors, FBO's, and other related parties on maintenance events.
- N. Manage and maintain a quality assurance programs as well as scheduled and unscheduled inspection programs for all assigned aircraft.
- O. Ensure accurate and timely information is documented in maintenance systems and conveyed to appropriate maintenance staff with regard to operations, AOG situations, and mechanical delays.
- P. Responsible for planning, management and oversight of maintenance events, including travel and regular oversight when the aircraft is in maintenance at remote locations for extended periods of time.
- Q. Performs other duties as assigned by the Director of Maintenance.



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Qualifications Required

- Must hold valid mechanic certificate with an airframe and powerplant rating.
- Have at least 5 years' maintenance experience as a certified mechanic in maintaining the same category and class of aircraft operated by PAS or factory training on the model aircraft being inspected.
- Inspection Authorization preferred.
- Previous inspection experience required.
- Have at least 2 years maintenance experience on Boeing BBJ and/or Gulfstream 550 or 650 aircraft. Sikorsky S76 experience preferred
- Strong Communication Skills; able to provide clear and concise information using all mediums of communication: voice, e-mail, text, in person meetings, or other means while keeping all communications professional. Must be able to work seamlessly with Director of Maintenance, Chief Pilot, Pilots, maintenance vendors, flight attendants, and other individuals associated with the operation.
- Be cognizant of overall mission and goals of the department and company at all times and make the best decisions for the betterment of the entire organization whether independent of or dependent on direction from leadership.
- Commitment- Execute all duties and responsibilities fully and always follow through to ensure goals are accomplished regardless of outside interference.
- Managing Resources-Utilize all resources provided to accomplish departmental and company goals efficiently and effectively.
- Self-sufficient- Be a self-starter, able to work independent of direction to accomplish departmental and company goals, including ability to reprioritize and organize tasks on a daily basis.
- Flexibility - Ability to adapt to changes at a moment's notice and realign priorities to best serve the goals of the department.
- Must be able to work nights, weekends, and holidays when required in order to meet client and company objectives.
- Integrity and Transparency- Perform all duties and responsibilities with the highest level of integrity and transparency; always making decisions based on truth and honesty and ultimately doing what's right for the department, company and clients.