	MAIN-JD-002	Issue: 2	Issue Date: 02 July 2024
	JOB DESCRIPTION – Base Maintenance Manager		Owner: VP – Base Maintenance


Job Title:	Base Maintenance Manager
Department:	Aircraft Maintenance
Team:	Base Maintenance
Reports to:	VP – Base Maintenance
Location:	Teesside International Airport

Summary

The Base Maintenance Manager is a key management role within the aircraft maintenance department. Primarily responsible for ensuring that the Base Maintenance team(s) accomplishes maintenance and aircraft delivery on time and in accordance with the applicable requirements, regulations and approved standards in order that all base maintenance are released to service in a safe and compliant manner.

Responsibilities

- Supporting the VP – Base Maintenance in developing and increasing base maintenance capabilities (e.g. aircraft painting certification, component workshops) in line with the business needs at both the existing Teesside facility and any additional new facilities.
- Ensure that aircraft are delivered on time, on budget and to the required quality.
- Agree and maintain a daily hour rate as agreed prior to the aircraft input.
- Ensure minimum stock returns to stores.
- Maintain AOG demands to a minimum.
- Produce a daily performance report on the progress of the aircraft and highlight any item which may jeopardize an on-time delivery.
- Maintain and good working relationship with the customer.
- Ensure all 3rd party companies/ suppliers operate within the rules of the Business.
- Liaise with HR on any personnel on all issues related to staff.
- Ensure that any IOR's or MOR's are processed if necessary.
- Collaborate with the aircraft maintenance management team to ensure regulatory approvals are effectively managed with any increase in capabilities expedited in line with business and commercial goals.
- Hold post check wash up meeting for each input to identify any areas that require improvements and ensure those improvements are actioned.
- Attend all pre-input meetings as necessary.
- Develop and maintain manpower resource plans for their respective team(s);
- Ensure base maintenance personnel are trained and assessed competent in accordance with company requirements.
- Ensure that all activities are conducted in accordance with all Health and Safety regulations, providing a safe working environment for all staff.
- Perform any additional duties or tasks as directed by the VP – Base Maintenance
- Promotion of a positive safety & just culture.

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Requirements

- Effective leadership, management, collaboration and communication skills with the ability to influence others.
- Ability to hold UK and EASA Part-145 Nominated Person (Form 4) roles for Base Maintenance Manager
- Valid UK Part-66 Aircraft Maintenance Licence (AML) with C cert Release approval an advantage
- Minimum of 5-years' experience in an aircraft maintenance or continuing airworthiness control environment
- Practical experience and expertise in the application of aviation safety standards and safe maintenance practices
- Technical knowledge representative of the products/types listed in WASL MOE (e.g. AML Type Ratings, General Familiarisation courses and/or related experience).
- Comprehensive knowledge (training) and understanding of Part-145 and any associated regulatory requirements.
- Comprehensive knowledge (training) and understanding of Maintenance Organisation Expositions (MOE)
- Knowledge and implementation of maintenance standards.
- Initial Human Factors (HF) training.
- Fuel Tank Safety (FTS) training.
- Electrical Wiring Interconnect System (EWIS) training.
- English Language proficiency (Written & Spoken)

The post holder will be expected to carry out any other duties allocated that are appropriate to the grade and nature of this post.

Job descriptions will be reviewed and discussed annually in line with the Staff Appraisal Scheme.

WASL are committed to equal opportunities and have an Equality and Diversity policy in accordance with legislation and all appointments are subject to pre-employment checks including references and a Disclosure and Barring Service check.