


JOB DESCRIPTION			MNL/HRS/KLH/6001		
			ISSUE	REVISION	DATE
APPROVAL OFFICE	HRA	WAS	01	0	Nov 2023

Position Title	Protégé - Aircraft Technician	Job Grade	Protégé
Division	Operations	Department/Unit	Engineering

#### A. JOB PURPOSE:

*(Helps to define the purpose of the job)*

The Aircraft Technician is responsible to assist LAE in carrying out daily aircraft unscheduled and schedule maintenance activities. To function independently in carrying out aircraft cleaning and husbandry, aircraft ramp activity, aircraft hangar and workshop housekeeping, and other engineering activity as instructed and specified by the LAE, Supervisor, EIC, BCE, and Engineering Management.

#### B. JOB SUMMARY/KEY RESPONSIBILITIES:

*(Functions of positions – please provide 3 to 8 key accountabilities)*

1. Ensuring that the highest standards of workmanship are maintained with regard to the accomplishment and control of maintenance tasks in accordance with the manufacturer and company requirements.
2. Ensuring that all work carried out is recorded on the appropriate maintenance documentation.
3. Conducting duties, responsibilities, and maintenance processes in accordance with the Maintenance Organisation Exposition (MOE), Engineering Manual Volume 1, and associated company procedures.
4. Remain current with both technical and procedural changes through Q-Pulse on daily basis.
5. Observing safety instructions/precautions and ensuring a safe working environment. Potential safety hazards should be reported to the supervisor. Takes action to reduce safety hazards in the workplace to an ALARP level and endeavors to alert co-workers of potential hazards.
6. To enforce and maintain effective tool control.
7. To ensure correct usage of GSE and facility. To report to the Shift Supervisor for any breakdown and defect.
8. To carry out daily housekeeping at the end of the shift
9. To carry out other duties as directed by the LAE and the duty Shift Supervisor.

#### C. POSITION SPECIFICATIONS


*(Minimum requirement to competently perform the job, NOT the specifications of the person currently holding the position)*

Academic qualifications & professional certificates	<i>Essential</i> :	Degree in Aircraft Engineering
	<i>Preferred</i> :	
Experience/exposure:	<i>Essential</i> :	
	<i>Preferred</i> :	Broad knowledge of and experience with the maintenance of corporate aircraft

#### D. COMPETENCIES

Knowledge & skills required :	<i>General</i> :	Required language(s): English and Malay.
	<i>Technical:</i>	Ability to operate hand tools, power tools and measuring equipment necessary
Personal Attributes :	<ul style="list-style-type: none"> <li>• Cooperative team players, capable of dealing with changing deadlines and priorities</li> <li>• Flexibility with changing requirements regarding work hours/days, location, and travel</li> <li>• Supportive of continual safety and quality environment of the company</li> <li>• Ability to work in culturally diverse environments</li> </ul>	

#### E. KEY CHALLENGES

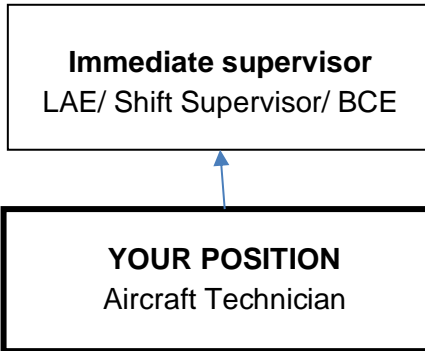
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**F. DIMENSIONS / AUTHORITY LIMITS**

*(e.g.: CAPEX, OPEX, revenue / budget)*

**G. REPORTING STRUCTURE**

*(Direct report / superior / peers within department)*



**APPROVED BY:**

Signature :

Name :

Date :

**ACCEPTED BY:**

Signature :

Name :

Date :