



Job Title: Facility and Equipment Apprentice	Department/Shop: Plant Maintenance
Reports To: Plant Maintenance Supervisor	Location: Missoula, MT
Supervisory Position: No	Travel Required: Yes - Shop Dependent

Position Summary:

This entry level position is designed to assist Plant Maintenance Supervisor with responsibilities which can include all maintenance necessary for facility upkeep and maintenance on a variety of equipment.

The below essential responsibilities and position overviews are not an exhaustive list of all possible job duties. Respective descriptions for licensed mechanics, mechanists, technicians, and training requirements should be referenced for additional details.

Essential Responsibilities:

- Performing simple maintenance tasks associated with equipment and facility maintenance, clean and disassemble assemblies/subassemblies using technical data.
- Perform limited simple repairs under the direction and supervision of supervisor.
- Operate hand tools and power tools.
- Maintain personal minimal tool inventory and daily accountability.
- Operate company vehicles for occasional local area trips for supplies as directed as well as operate fueling equipment.
- Follow all company policies and procedures to maintain a professional and safe working environment.
- Provide communication to supervisor, co-workers regarding maintenance functions, technical problems, anomalies, and personal concerns.
- Effectively use and care for machine tools and instruments.
- Minor custodial duties.
- Landscape maintenance and snow removal, as necessary.

Additional Job Duties and Responsibilities:

- Perform other duties and responsibilities as required to fulfill job function or as assigned.

Knowledge, Skills, and Competencies:

- Ability to think analytically and be a problem solver.
- Ability to communicate effectively with customers and co-workers in a courteous and professional manner.
- Ability to operate motor vehicle, at times with a trailer attached.
- Ability to understand and comply with FAA regulations and company guidelines.
- Ability to understand basic principles of mechanical, electrical and physics concepts.
- Proficient in reading, writing, understanding the English language.
- Ability to follow oral and written directions and willing to ask questions when uncertain of task or have safety concerns.
- Understand and practice safety procedures to prevent personal injury or damage to equipment.
- Motivated to learn, embraces attention to detail and fulfill job expectations.



Qualifications:

- High School Diploma or Equivalent Certificate.
- Possess mechanical aptitude.
- Experience in mechanical, electrical, maintenance or basic physics highly desired.
- Ability to adhere to Company and Federal Drug and Alcohol Testing Policy

Apprentice Overviews: A summary of each possible area an apprentice may be hired. This is not intended to be all-inclusive, and apprentices will also perform other reasonably related duties as assigned by management. Neptune Aviation Services reserves the right to revise or change position responsibilities as the need arises.

Ground Support Mechanic: Assist with maintenance, preventive maintenance, repair, overhaul components or accessories within the designated shop.

Facility Maintenance Support: Assist with maintenance for upkeep on multiple buildings including but not limited to sewer, boiler, minor electric repairs.

Physical Requirements and Working Conditions:

- Work assignments require moderate to strenuous effort. Workers must climb, bend, stoop, crawl, and stand for prolonged periods on concrete or metal surfaces.
- Frequently lift parts and equipment that weigh up to 25 pounds. Occasionally lift and carry items that weigh about 50 pounds. Heavier weights may be lifted with mechanical lifting devices or assistance from other workers.
- Work is performed in hanger areas, outdoors, and in hazardous noise areas. Workers are exposed to extremes in heat, cold, and inclement weather. Work can occur in confined spaces and in awkward positions.
- Dirt, dust, grease, and aircraft fluids are common in the workplace.

Additional Information:

This job description is not intended to be all – inclusive, and the employee will also perform other reasonably related duties as assigned by immediate supervisor/management as required. Neptune Aviation Services reserves the right to revise or change position responsibilities as the need arises. This description does not establish a written or implied contract of employment.

Employee Signature: _____

Date: _____

Company Representative Signature: _____

Date: _____

Please send resume to employment@neptuneaviation.com