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| Job Title: Quality Assurance Inspector | Department/Shop: Quality Assurance |
| Reports To: Chief Inspector | Location: Missoula, MT |
| Supervisory Position: Yes | Travel Required: Yes |

Position Summary: This position is responsible for conducting routine and non-routine surveillance of Neptune Aviation maintenance activities both at home base and operations in the field. This position will also help develop/establish, programs/procedures to audit and report findings to the Chief Inspector. Will provide technical assistance, training, and guidance to maintenance personnel.

Essential Responsibilities:

- Perform audits of the Tool Calibration program.
- Ensure all tech data is current and most pertinent.
- Ascertain that all necessary work orders are properly executed by the responsible inspector/mechanic. Verifying all required RTS documents of the CRS.
- Perform repair station self-audits and report findings. Provide suggestions for improvement to the Chief Inspector.
- Perform daily reviews of aircraft/shop work orders as required.
- Maintain and retain all necessary Repair Station records in accordance with organizational and legal retention regulations.
- Control and administer the CRS Maintenance Stamp Program.
- Assist in managing and writing the RSM/QCM and MSOPs.
- Step up and stop unsafe action or situations as needed at home base and in the field.

Additional Job Duties and Responsibilities:

- Promote the company Safety Management System (SMS)
- Provide technical guidance to all functions of the CRS as needed.
- Assist in incident/accident/malfunction investigations when requested.

Knowledge, Skills, and Competencies:

- Must be proficient in reading, writing, interpreting, and verbally communicating in the English language.
- Exhibit confidence in self and others. Inspires and motivates others to perform well, effectively influences actions and opinions of others.
- Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness.
- Ability to think analytically and be a problem solver.
- Ability to communicate effectively, both in writing and in speaking with customers, co-workers, and various business contacts in a courteous and professional manner.
- Ability to STOP any unsafe action or situation as needed without creating unnecessary confrontation with others.
- Knowledge and understanding of FAR Part 145 Repair Station Regulations.
- Knowledge of company policies and procedures.
- Knowledge of time management and organizational skills.
- Must be a self-starter and able to work for periods of time unsupervised.



Required Qualifications:

- High School Diploma or Equivalent Certificate.
- Hold a valid FAA Airframe and Powerplant Mechanic certificate.
- Five (5) years' experience maintaining/inspecting aircraft over 12,500lbs.
- Three (3) years' experience Quality Assurance within aerospace industry (commercial, business, or military).
- Ability to professionally interact with FAA representatives.
- Operational ability of Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, etc.)

Desired Qualifications:

- Inspection Authorization (IA) certification not required but highly preferred.
- Proven troubleshooting skills.

Physical Requirements and Working Conditions:

- Regularly required to stand and walk, frequently required to use hands and fingers (grasping and holding).
- Required to sit and use computer/office equipment for extended periods.
- Regularly lift and /or move up to 10 pounds, occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- The noise level in the work environment can be loud at times, so appropriate Personal Protective Equipment (PPE) must be used when required.
- Can be exposed to some disagreeable working conditions from time to time such as dirt, dust, aircraft fluids, and inclement weather.

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 to fulfill job function or as deemed necessary. Neptune Aviation Services Inc. 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: _____