



Job Title: Jet Shop Apprentice	Department/Shop:
Reports To: Assigned Shop Manager/Lead	Location: Missoula, MT
Supervisory Position: No	Travel Required: Yes – Shop dependent

Position Summary: Position Summary: This entry level position is designed to assist Mechanics/Technicians with responsibilities and build careers for future licensed Mechanics. Responsibilities can include aircraft maintenance, install, service, repair, overhaul, alterations, and testing related to returning aircraft to service in accordance with repair station policies and procedures. An Apprentice may be hired into a specific shop which may be Tanker Shops, General Aviation, or Ground Support 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. This description does not establish a written or implied contract of employment.

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Essential Responsibilities:

- Perform simple maintenance tasks associated with aircraft maintenance, clean and disassemble assemblies/subassemblies using technical data.
- Perform limited simple repairs under the direction and supervision of a Shop Lead.
- Operate hand tools and power tools.
- Use computers to find technical data on aircraft.
- Follow all company policies and procedures to maintain a professional and safety working environment.
- Maintain personal minimal tool inventory and daily accountability.
- Drive company vehicles interstate (not applicable to all shops).
- Develop knowledge and skills required to become FAA Certified Airframe and/or Powerplant Mechanic or Repairman (14CFR 65).
- Understand and comply with the Certified Repair Station Maintenance Standard Operational Plan and Safety Management System programs and policies.
- Provide communication to supervisor, co-workers regarding maintenance functions, technical problems, anomalies, and personal concerns.
- Ensure all equipment used, that calibration is up to date and in good working condition.
- Effectively use and care for machine tools and instruments.
- Minor custodial duties.
- Landscape maintenance and snow removal, as necessary.

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 or Federal Drug and Alcohol Testing Policy (not applicable to all shops).

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 a motor vehicle, at times with a trailer attached (not applicable to all shops).



- Must be proficient in reading, writing, interpreting, and verbally communicating in the English language.
- Motivated to learn, embraces attention to detail and fulfill job expectations.
- Ready to take on responsibilities, join a unique team, pursue opportunities, and elevate professional credentials and development.
- Ability to understand basic principles and theories of aviation, mechanical, electrical, and physics concepts.
- Ability to comply with Federal Aviation Administration regulations and Neptune company guidelines.
- Ability to follow oral and written directions, and willing to ask questions when uncertain of task or have safety concerns.
- Operating knowledge and skill in Microsoft Office products.

Apprentice Overviews: a summary of each possible area an apprentice may be hired. This is not intended to be all-inclusive, and apprentice 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.

Mechanic: Assist with aircraft inspection, maintenance, preventive maintenance, repair, overhaul, and components or accessories airworthiness and quality within the designated shop.

Avionics: Assist with servicing, inspect, repair, overhaul, and alterations returning aircraft(s) to service in accordance with repair station policies and procedures.

Jet Shop: Assist with ALF502 Turbo Fan, and Auxiliary Power Unit (APU) engines' servicing, repair, overhaul, alterations, testing, and operation in an entry level position and learn duties as required.

Machine Shop: Assist with manufacturing parts for aircraft, build special tools, fixtures, and/or repair aircraft components using engine lathe, knee mill, NC mill, CNC lathe, and/or other machine shop tools.

Ground Support Equipment (GSE): Supports/assists in repairs to equipment and facilities as directed by Ground Support Equipment Lead Mechanic.

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 twenty-five (25) pounds. Occasionally lift and carry items that weigh about fifty (50) pounds. Heavier weights may be lifted with mechanical lifting devices or assistance from other workers.
- Work is performed in hangar 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 may be common in the workspace.
- May be asked to travel throughout the year when our aircraft is deployed. Depended on shop placement.

Employee Signature: _____

Date: _____

Company Representative Signature: _____

Date: _____