

# Position Description



## Maintenance Planning Supervisor

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### Role Summary

Role Title:	Maintenance Planning Supervisor
Department	Engineering
Location:	Perth, WA
Reporting to (Position Title):	Maintenance Manager - Australia
Direct Reports (if any):	N/A
Ancillary role?	N/A

### 1. Role Purpose

The Maintenance Planning Supervisor will work with the Engineering and Airworthiness departments, reporting directly to the Maintenance Manager – Australia. They will manage the efficient planning and monitoring of maintenance and serve as the head of the production planning system.

### 2. Core Values

#### Safe, Efficient, Quality, Service

Core values are the principles that continue to define the company culture and guide daily interaction and decision making. Each employee has a personal responsibility to recognize the behaviours that support these principles and put them into daily practice.

### 3. Key Deliverables, Duties and Responsibilities

- Forecasting of maintenance to ensure availability of employees, tools, equipment, maintenance data and facilities to carry out the maintenance.
- Coordinating with the Maintenance Manager, Airworthiness, and base-level leadership to define maintenance inspection work scope, ensuring the scope is within the capability of the maintenance organisation.
- Working with the Supply and Purchasing Manager to ensure resources are on location as required for scheduled and un-scheduled maintenance visits.
- Working with the Technical Resource Officer to ensure adequate roster requirements are met and regulatory duty limits are complied with.
- Perform periodic manpower reviews and create/maintain a man-hour plan IAW Part 145 MOS.
- Ensuring the annual target of MLOSA reports are submitted for each contract.
- Keeping an overall forecast of GSE and calibrated equipment and manage calibration schedules to ensure uninterrupted availability of tooling.
- Provide weekly planning reports to the Operational Leadership Team.
- Assisting with the updating and publishing of documents and PHI company manuals.
- Other tasks as directed by your manager.

### 4. Safety Accountabilities

- Report any hazards or occurrences and stop any unsafe work.
- Participate in safety activities and meetings.
- Comply with all company policies and procedures.

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- Be familiar with the Integrated Management System and its associated manuals such as the SMS Manual, HSE Manual and the Quality Manual.
- Have working knowledge of the Safety Case and Hazard / Risk Management Process.
- Maintain Controls that are described in the Safety Case and the Risk Module software application for which this position is responsible for.
- Proactively promote a positive safety culture and hazard/occurrence reporting.
- Demonstrate and promote safety leadership with Chief Engineers, SBE's, Supervisors, Engineers and Technical Support Staff.
- Regularly monitor and direct the provision of a safe effective healthy working environment.

### 5. Experience and Qualifications Required

- Experience in Maintenance and Production Planning or Project Management
- Experience in an aviation maintenance environment
- Experience with maintenance tracking software, such as RAMCO, WinAir or similar
- Experience with Web Manuals preferred.
- Familiar with Aircraft Reliability Programs
- Proficient with Microsoft Office
- Aviation Management experience preferred but not required.

### 6. Knowledge, Skills and Attributes

- Strong time management and organisational skills
- Excellent relationship management skills and communication skills across all levels of the organisation
- Ability to facilitate teamwork and workplace efficiency.
- Willingness to travel to PHI locations within Australia.

### 7. Incumbent Details and Approvals

Incumbent Name:	Manager Name:
Signature:	Signature:
Date:	Date: