

Job Description

Title	Workshop Technician
Department	Engineering and Maintenance
Section	Maintenance
Reports to	Chief Engineer

Overall Purpose of Position

The position is accountable to the Head of Aircraft Maintenance and is responsible for maintenance and repairs on aircraft components and on aircraft and non-aircraft tooling and equipment.

Main Accountabilities & Responsibilities

Reporting to Maintenance Control

Technical Responsibilities

- Work in accordance with the WS and Section and Department Procedures, approved documentation applicable to assigned tasks, and within the limits of the workshop capabilities, applicable personal certification privilege levels, grade and instructions from supervision.
- Performing maintenance and fabrication tasks on aircraft and engine components.
- Performing maintenance and manufacturing tasks on non-aircraft items, tools and support equipment.
- Establishing and recording information related to reported defects / work required and to the corresponding rectification / work accomplished, in a clear and logical manner.
- Raising, maintaining and distributing records of work using the currently approved formats and methods as instructed by supervision.
- Reporting any errors including those corrected by self, and contributing towards the successful implementation of a company-wide Safety Management System.
- Interaction and cooperation with all co-workers, so as to facilitate the flow of information that will allow productive work to proceed efficiently.
- To observe and practice at all times the Company Safety Policy, promoting a positive safety culture and wearing of Company provided PPE.

Other duties

- Caring for assigned workshops and office furniture, fittings, tools, machinery and equipment, supplies, welfare and environmental maintenance items, and their records, so as to ensure their adequate state of repair and supply, and so as to promote the efficient use of these resources.
- Originating, editing, and responding to any communications in a timely manner, so as to meet personal responsibilities and to promote the same objective for colleagues.
- Collecting, reporting and forwarding in the prescribed manner and according to supervisor instructions, all personal attendance and administrative information and records.
- Providing assistance in other Workshops as instructed by supervisors.
- Other duties as may be assigned from time to time.

Self-improvement

- Ensures being well-informed and up-to-date on the requirements and procedures of the specific position, or of trades and skills attained, along with their associated responsibilities.
- Willing to study for and take courses of instruction with the objective of obtaining certifications of competence as may arise from evolving regulations.
- Willingness to accept on-the-job training in the skills required for assigned tasks.
- Seeks to learn other skills associated with different areas of work.
- Expected to read and comply with company notices as distributed by all applicable channels of communication.
- May be required to perform some administrative duties normally accomplished by his supervisors as part of a personal development programme.

Working Conditions

- Engineering working hours.
- May be required to perform duties outside normal hours.
- May be required to travel on duty.

Knowledge / Skills / Qualifications

- A command of spoken Maltese and English and above average abilities in reading and writing.
- Qualifications. One or more of the following in order of preference:
 - Higher National Diploma (HND) or Higher Technical Diploma (HTD) in Mechanical or Electrical Engineering. This should include the Journeyman Certificate,
 - Or equivalents such as City & Guilds Parts 1, 2, & 3 of a Full Tech Certificate or a City & Guilds OTD in Mechanical Engineering.
- Knowledge and ability to work in a computerized environment. In particular, a productive familiarity with on-line administrative software, communication tools and the use of office and productivity software.
- Competence and physical aptitude, acquired either informally or through formal training, to be able to undertake and efficiently deal with the requirements of the position.
- An organizational ability to provide seasoned judgement to deal with a broad variety of issues inclusive of their prioritization in a manner which reflects general company strategies.
- Good interpersonal skills and the ability to work towards goals, even when under pressure and with minimum supervision, as part of a team.
- Must present a medical eye test certificate showing that they have acceptable vision (whether corrected or not) and acceptable colour vision.

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Interested candidates may submit their CV by e-mail to the following address :
human.resources@airmalta.com