

**POSITION DESCRIPTION
FOR
MV-22 MAINTENANCE CONTROLLER**

INTRODUCTION: The Maintenance Controller will perform various tasks such as planning, directing and controlling the performance and execution of aviation maintenance. Exhibits a high level of expertise in the supervision and execution of various tasks encompassed within the wide spectrum of aviation maintenance matters.

ESSENTIAL FUNCTIONS:

1. Plans, directs and controls the performance and execution of all Organizational-Level (O-Level) aviation maintenance. Responsible for maintenance and aeronautical oversight of aircraft that ensures the units' combat readiness and ability to perform its mission.
2. Exhibits a high level of expertise in supervising the execution of various tasks encompassed within the wide spectrum of aviation maintenance matters.
3. Monitor scheduled/unscheduled inspections and annotate pertinent data on a Maintenance Requirement Card (MRC) validation/verification study matrix. Identify areas possessing significant maintenance errors or technical differences between the technical manual (requirements) and what is conducted in accordance with the MRC deck specifications.
4. Comply with policies and procedures as set forth in the company's Handbook of Policy and Procedure.
5. Comply with the provisions of the corporation's Standard Practice Procedures manual and DoD 5220.22-M when handling classified information to include generating, marking, storing, handling and destroying of classified material, if required.
6. Work, cooperate and communicate, as directed, with supervisors, team leaders and coworkers satisfactorily. This includes the professional, mature acceptance of constructive criticism.
7. Travel as required.
8. Perform other duties as assigned.

QUALIFICATIONS FOR POSITION:

1. Must possess a detailed working knowledge of all Navy-sponsored aviation maintenance programs and processes including Naval Aviation Logistics Command Management Information Systems (NALCOMIS).

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(Continuation)

2. Must possess a minimum of four (4) years experience in assigned skilled designator. Commensurate experience in the aviation field may also apply.
3. Must possess experience in managing, supervising, planning, scheduling, controlling projects and managing an industrial workforce. Managerial experience must include a functional knowledge of industrial operations and processes inherent O-Level aircraft maintenance.
4. Must meet the following inspection grades: Maintenance Controller Safe for Flight.
5. Your work will be on a government installation; therefore, you must be cleared for access.

I have read this position description and understand my duties.

Signature/Date