

**Position Description
For
TEAM EMPLOYEE/NAVAIR MRC STUDY**

Supervisor: Project Manager for the NAVAIR MRC STUDY

Function: The Team Employee for the NAVAIR MRC Validation/Verification Study has the responsibility for monitoring inspections and transcribing all pertinent data on the MRC card validation/verification study for all the following Naval Aircraft within the USMC inventory: AH-1W, UH-1N, CH-46E, CH-53E, CH-53D, AV-8B, F/A-18A/C, F/A-18D, KC-130J and EA-6B. The study will be conducted utilizing an approved Government checklist to identify areas possessing significant technical differences or maintenance errors between the technical manual (requirements) and what is conducted in accordance with the MRC deck specifications. This study will identify any discrepancies currently present, allow for these disparities to be evaluated and corrected for a smoother aircraft repair transition. This MRC validation/verification data will identify possible shortfalls in alignment between aircraft assigned primary mission aircraft authorized (PMAA) and a flying units table of organizational requirements (T/O) to support these T/M/S aircraft. Duties include, but are not limited to, the following:

Essential Functions:

1. Monitor and collect appropriate data for all type Marine aircraft as directed by the Project Manager and guided by the Team Lead.
2. Ensure a timely start with team to collect the MRC data and record appropriate data in a timely manner.
3. Monitor and work on all projected schedules with the team members and Project Manager to ensure all work is being done professionally.
4. Travel to various sites to conduct MRC evaluations on all Marine Corps T/M/S aircraft and ensure attendance to perform all required duties.
5. Help to collate all data for each aircraft and assist Team Lead in transmitting that data via laptop to the Project Manager on a daily basis.
6. Maintain a professional appearance and bearing to set the example to all others as a guide for TSM employees.
7. Be punctual and dependable as the schedule is set and little variance is allowed.

Qualifications:

1. Satisfactory completion of high school.
2. Must have an understanding of Navy/Marine maintenance procedures.
3. Must have a working knowledge of Depot, Intermediate Maintenance, and Organizational business procedures.
4. Should have 5 plus years experience in maintaining Marine aircraft systems, aviation maintenance data collection at the OMA or IMA, and an in-depth knowledge of the Phase maintenance and special inspection requirements.
5. Should have proven ability to work independently.