



Director of Line Maintenance

Interested in accelerating your career with the most awarded Air Cargo Airline in Canada?

Cargojet is Canada's leading provider of time sensitive overnight air cargo services and carries over 1,300,000 pounds of cargo each business night. Cargojet operates its network across North America each business night, utilizing a fleet of all-cargo aircraft. Cargojet has been awarded one of Canada's 50 Best Managed Companies, and the 2018 Shipper's Choice Award as Canada's Cargo Airline and Carrier of Choice by the Canadian Transportation and Logistics Magazine.

Being part of Cargojet will allow you to become a part of a diverse and vibrant family at the leading edge of the air cargo industry both domestically and internationally. Cargojet team members are dedicated, hardworking and have a strong sense of leadership and commitment.

We're looking for a full time "Director of Line Maintenance" to work at our Fixed Base Operations Business at the Hamilton Airport.

AS PART OF THE CARGOJET TEAM, WE OFFER YOU:

Competitive salary (commensurate with experience)

Paid Vacation

Benefits package

Free parking

Job Description

Primary Objective of the Position:

The Director Line Maintenance is responsible for the overall Maintenance YHM Base Operations ensuring Technical Dispatch and operational efficiencies are met in accordance with Cargojet's continuous maintenance program and MCM/MPM.

Essential Position Functions:

- Deliver aircraft Technical reliability, productivity and workforce commitment through cost effective staffing levels and crew schedules which balance labor costs and other stakeholder needs.
- Provide appropriate staff, facilities, technical & regulatory data, supplies and parts to ensure maintenance is accomplished in accordance with Cargojet's continuous maintenance program and MCM/MPM.
- Participate in the base planning and preparation of company budgets and strategic plans surrounding aircraft.
- Manage line maintenance reporting and compliance.
- Assist with returning to service aircraft which may include the identification of parts, tooling, technical data identification and coordination of delivery to required personnel.
- Oversight of projects, coordinate and assign personnel within the department, projects, expectations & timelines.
- Conduct weekly meetings with department personnel to review assignments and provide project status updates.
- Ensure department coordinates with Planning/Quality Assurance to provide technical input for Line Maintenance checks and ensure work requirements/packages for maintenance checks are generated and the work packages include all planned tasks, pre-draws, parts, kits etc.



- Ensure department provides technical support/assistance regarding requests from MCC.
- Ensure a “Log” is generated and maintained regarding assigned projects, technical support requests and the status of the requests are reviewed/updated at the weekly meetings.
- As requested assist with delay analysis and corrective actions.
- Be knowledgeable with all company and Regulatory manuals/documents pertaining to the work performed.
- Actively promote safety and quality within the organization and department by encouraging employee participation in SMS and ensuring effective communication with all stakeholders.
- Comply with all SMS and safety policies, processes and standards.
- Tracking and follow up of corrective actions to safety related deficiencies at the maintenance base.
- Assign, co-ordinate, and ensure the timely completion of work being carried out by the Technicians & Apprentices at their base.
- Perform required and forecasted aircraft inspection duties, to assure that Airworthiness requirements are met, and ensure that all maintenance personnel perform work in accordance with the required Airworthiness Standards.
- Responsible for the inventory control at the station, monitoring all spares are stored and re-stocked in accordance with Cargojet’s procedures. Ensure tooling, vehicles and equipment are maintained to Company standards
- Ensure that all unserviceable components are properly tagged and returned to quarantine stores.
- Complete and certify all necessary maintenance forms, log books and paperwork in accordance with Cargojet’s MCM, MPM and Procedures manual.
- Shall be knowledgeable with all company and government manuals/documents pertaining to the work being performed at the station.
- Responsible for facility management, lease renewals and negotiation.
- Responsible for the training of Line Maintenance employees.
- Manage the required staffing levels, interview and hire employees, conduct employee performance reviews and disciplinary measures in accordance with Company policies.
- Responsible for shift schedule to include: shift rotations, employee training, employee vacations, employee breaks, overtime assignments, back-up for absent employees.
- Responsible for managing all payroll documentation including overtime sheets, time-off requests and master payroll sheets for submission.
- Coordinate Maintenance Shift Handovers.
- Schedule and conduct employee meetings.
- Responsible to meet shift work load requirements.
- Responsible for the Quality Control of the work performed at the Base.
- Communicate with other Base Managers, Duty Managers and Directors of Maintenance.
- Ensure a clean and safe work place for employees.
- Ensure all GSE equipment is maintained in serviceable condition.
- Report all SDR (Service Difficulty Report) findings to the Manager of Quality Assurance.
- To maintain the sub-base library including technical and regulatory manuals.
- To ensure that all maintenance records are completed correctly, filed and that applicable records are forwarded to the main office of Cargojet Airways.



- Communicate with Company Managers, Base Managers, Directors of Maintenance, VP Heavy Maintenance & Acquisition, VP Line Maintenance and SVP Maintenance/Engineering as required.
- Perform any additional duties and projects as assigned.

Minimum Qualifications:

- Transport Canada AME M2 License.
- Type Rating, or extensive experience with B757, and B767 would be considered as an asset.
- Minimum of 10 to 15 years aircraft maintenance experience.
- Experience in Technical Records, Quality Assurance, a compliance role an asset.
- Supervisory or Management experience.
- Knowledge of the provisions of CARS and IOSA.
- Ability to use computers: intermediate proficiency in Microsoft Word, Excel, PowerPoint
- Working knowledge of aircraft records and service packages.
- Must possess the ability to communicate all technical requirements verbally and in writing.
- Ability to work under pressure when attempting to solve technical problems under the constraints of on-time performance.
- Must have excellent communication skills, be respectful to company and vendor personnel, have excellent problem-solving abilities, be detail-oriented, able to multi-task and work well under pressure.
- Ability to thrive in a fast-moving environment with a high tolerance for change.
- Motivated and enthusiastic team player who can work in an autonomous and / or team setting.

Important to Know:

- Cargojet is an equal opportunity employer. We thank you for your interest. Only those candidates selected for an interview will be contacted.
- We are committed to providing accommodations for persons with disabilities. If you require accommodation, we will work with you to meet your needs.
- At Cargojet, we make safety the highest priority. Because of this priority and as we operate in a safety-sensitive environment, we require all employees to abstain from consuming Cannabis, in and outside of the workplace. This is a critical element of our drug and alcohol policy that all employees must comply with at all times.

Job Type: Full-time

To apply for this opportunity, please send your resume and a cover letter to hr@cargojet.com