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| Job Title: | Technical Planner |
| Department: | Technical Planning Department |
| Location: | Dublin |
| Job Type: | Full time fixed term contract (Maternity leave cover) |
| Recruitment Source: | Internal & External |

The Role

The Technical Planner will provide a record & forecasting function and ensure all maintenance is performed within the intervals defined in accordance with the approved aircraft Maintenance Programme whilst maintaining the integrity of all aircraft records.

Duties & Responsibilities

Reporting to the Technical Planning Manager, primary duties and responsibilities are as follows:

- Ensure that maintenance is planned to be carried out in accordance with the approved airworthiness standards as laid out in the MMOE and associated Work Instructions.
- Maintain records and control of Maintenance Programme Tasks, Components, Modifications, AD's, Supplementary Items, Service Bulletins, Repairs etc.
- Load engine component tree post work shop visit.
- Aircraft component tree checking pre-& post maintenance input.
- On the return of work packs, ensure the integrity of all documents associated with the records.
- On the sale or return of aircraft from CityJet, ensure that the necessary records are provided.
- Initialise Engineering Orders and monitor compliance.
- Produce work packs for Line and Base Checks.
- Liase with Line Maintenance & LMC to ensure that work plans produced are achievable with available resources.

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- Compile reports on aircraft and component status for lessors.
- Generate and amend Work Instructions in support of the MMOE.
- Produce and develop all Short and Long Term Maintenance Forecasts.
- Liase with internal/external customers to ensure compliance of all planned maintenance.
- Utilise the AMOS maintenance system to provide a safe and efficient systems for maintenance planning and forecasting.
- Any other duties that may be assigned from time to time by the Planning Manager.

Qualifications / Skills / Competencies

- Excellent attention to detail
- Good understanding of aviation regulatory requirements
- Good working knowledge of AMOS and other computer applications.
- Excellent communication and interpersonal skills
- Enthusiastic and self-motivated.

Please forward a C.V. by 03rd January 2017 to: HR Department, CityJet Ltd, Swords Business Campus, Balheary Road, Swords, Co. Dublin or by email to recruiting@cityjet.com

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