

**Job Title:** Manager Production Planning

**Company:** LIAT (2020) Limited

**Location:** Antigua & Barbuda

**About LIAT2020:**

LIAT (2020) Limited is an innovative and dynamic start-up airline on a mission to connect the sub region with the rest of the world, disrupting the regional aviation industry by providing affordable and efficient travel solutions. Committed to delivering a seamless and exceptional flying experience, we prioritize sustainability and profitability. As we embark on this exciting journey, we are seeking a highly motivated and results-driven Airline Route Planner.

**Our Company Culture:**

Recognizing that our employees have choices, we place a strong emphasis on creating and maintaining a positive working culture. Our company thrives on a friendly and informal work environment where everyone, regardless of their position, is treated with respect and consideration. Airline Route Planner, you will play a crucial role in supporting this positive work environment.

**Position Overview:**

LIAT (2020) Limited is seeking a qualified individual to oversee and optimize the planning, execution, and quality control of aircraft maintenance and repair processes. This role involves managing resources, scheduling tasks, and ensuring that all maintenance and technical records activities are performed in compliance with regulatory standards, safety protocols, and company procedures. By effectively coordinating production planning and maintaining stringent quality control measures, the Manager contributes to the safe, efficient, and high-quality maintenance of aircraft, ultimately ensuring the reliability and airworthiness of the fleet.

**Key responsibilities:**

- Ensure maintenance planning, aircraft document management and Inventory are carried out in accordance to ECCAA and company procedures.
- Ensure maintenance planning is carried out efficiently to minimize delays to flight operations
- Ensure department stays within budget
- Ensure Quality Control is obtained to the required standards
- Assign Quality Control personnel in conjunction with the Manager Maintenance & Engineering and the Manager Maintenance Control Center to perform Quality Control Functions on Routine and Line Maintenance inspections, repairs and rectification work.
- Maintain human resource personnel and allocation of staff to appropriate tasks: the evaluation of staff under control and recommending of staff for advancement and training.
- Conduct disciplinary investigation and resulting recommendations.
- Deputize for and assume the responsibilities of the Director of Maintenance & Engineering or any Responsible Manager for the AMO in their absence.
- Ensure that the quality of workmanship produced by the Maintenance teams is to a standard acceptable to the company and to the ECCAA.
- Ensure the competence of all personnel engaged in the Planning & Quality Control Department.
- Collaborate with the Quality Control department to maintain high standards of quality workmanship and ensure that maintenance procedures align with quality requirements.
- Assist Manager Planning and Quality Control in the designation of Approved Certifying staff as Quality Control inspectors when required.

- Lead efforts to identify opportunities for process improvements, cost reductions, and increased efficiency within the Maintenance Control Center and Line Maintenance Department.
- Take an active role in promoting a strong safety culture, conducting safety audits, and ensuring compliance with safety management systems (SMS).
- Ensure that the quality of workmanship produced by the Maintenance teams is to a standard acceptable to the company and to the ECCAA.
- Oversee the training and development of maintenance personnel, ensuring they have the necessary skills and knowledge for their roles.
- Prepare and manage departmental budgets, monitor expenses, and present quarterly budget vs. actuals reports to senior management.
- Assist in the development of aircraft maintenance schedules upon team review of the Reliability reports and Maintenance Program Review.
- Maintain Inventory stock levels in cooperation with Manager Purchasing to ensure stock levels are adequate for maintenance programs.
- Ensure all staff are trained and can demonstrate high effectiveness in their job functions.
- Assist in the development of aircraft maintenance schedules upon team review of the Reliability reports and Maintenance Program Review.
- Take the necessary corrective action resulting from quality audit discrepancies in the areas under responsibility.
- Apprise the Director of Maintenance & Engineering and all other relevant personnel of the maintenance plan of company aircraft as appropriate. Relevant personnel may include but not limited to Lessors/OEM/Commercial/Scheduling/OCC/Quality Assurance.
- Coordinate and direct projects, make detailed plans to accomplish goals and direct the integration of technical activities.
- Comply with all relevant manuals, particularly the Human Resources Policies and Procedures Manual.
- Perform such other duties as may be reasonably required as commensurate with the position.

**Required Qualifications and Experience:**

Post Graduate training in engineering discipline or Management.

- Type approved with at least 5 years' experience aircraft maintenance.
- 5 years in a senior supervisory level within the aviation industry.
- 5 years' experience in Quality control practices and methodologies.
- Experience with computerized maintenance planning applications such as AIM, PMI, and AMOS.
- Experience with QMS implementation and management to ensure quality and regulatory compliance.
- Ability to use enterprise resource planning ERP software and procurement management interfacing software applications.
- Ability to use project management software such as Microsoft Project or Primavera Systems software.
- Excellent knowledge of Microsoft Office suite