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**REPAIR STATION PROCESS TECHNICIAN**

This position is accountable to the Chief Planner for performing a wide range of complex technical tasks to assist FAA EASA Repair Station with: Repair process development and improvement. Review and release of technical data to accomplish repairs.

**Primary Responsibilities**

* Perform a wide range of complex technical tasks to assist FAA Repair Station Supervisor, Chief Inspector, and Repair Mechanics with repair and inspection processes to maintain airworthiness articles.
* Write and release process documents and repair specifications based on OEM technical data and mechanic input.
* Review technical data for accuracy to the revision level required to meet repair orders, update Item Master data in Job Cost system.
* Work closely with Document Control Group to release necessary process and engineering changes.
* Inform mechanics of affected changes to technical data.
* Research and adhere to the requirements of OEM Component Maintenance Manuals.

**Job Requirements**

* Must be highly organized and have the flexibility to prioritize tasks to meet delivery requirements.
* Have ability to communicate both verbally and written, in a clear and concise manner. Experience in Technical writing is a plus.
* Must be familiar with Microsoft Excel and Word software, knowledge of Aviation Regulations and Aerospace quality system is a plus.
* Ability to work effectively with Design, Production, Quality, Procurement, and Operations Teams.
* Experience in Document Control/Technical Data Management is preferred.
* PMA planning experience a plus