

JOB DESCRIPTION

Job Title	Inspecting Officer (Airworthiness)
Grade	Non-Collective Agreement / Technical
Salary	Negotiable
Directorate	Civil Aviation Directorate (CAD)
Report To	Head (Airworthiness and Aircraft Registration)
Direct Subordinates	N/A

MAIN JOB PURPOSE

The Airworthiness Inspecting Officer shall be responsible to the Head (Airworthiness and Aircraft Registration) and ultimately to the Director General for Civil Aviation in providing support to other inspecting staff or performing the tasks and taking responsibilities independently as mentioned in ICAO Doc. 9760, Vol 1 Chapter 4.7. S/He shall also ensure that the Maltese civil aviation industry complies with the applicable national and European Union regulatory requirements in the fields of airworthiness.

MAIN DUTIES & RESPONSIBILITIES

Key Responsibilities	Key Elements
Core Areas	<ol style="list-style-type: none"> 1. Assist with the development of policy and procedures in respect of the Regulation, Standards and Recommended Practices related to airworthiness, aircraft maintenance and training. 2. Assist the Airworthiness Inspectors in reviews of approval of aircraft maintenance programmes, technical logs, contracts and standard procedures. 3. Assist Airworthiness Inspectors and performance of Aircraft Continuing Airworthiness Monitoring and SAFA/SACA ramp Inspections 4. Assist in the management of the occurrence reporting database and evaluation of reports in liaison with the operators. 5. Assist in the performance of audits and inspections of CAMO's, Maintenance organizations and Aircraft Maintenance Training and Examination organizations under supervision or independently.

	<p>6. Assist with the evaluation of Air Safety Reports/Mandatory Occurrence Reports, in respect of maintenance and airworthiness related occurrences.</p> <p>7. Assist the administration staff in control and update of technical databases</p> <p>8. Review of Part-66 AML applications.</p> <p>9. Development of Part-66 AML examinations and their invigilation.</p> <p>10. Review and approve aircraft/product type training course as per Appendix III to Part-66.</p> <p>11. Specific assignments and responsibilities as directed by the Head (Airworthiness and aircraft Inspections).</p>
Internal Relations	<p>12. To provide assistance and support to Airworthiness Inspectors and ensure proper sharing of workload and effective teamwork.</p> <p>13. To establish a good working relationship with other Units and Directorates.</p> <p>14. To provide the necessary assistance to other Units in pursuance of the overall efficiency and effectiveness of the Directorate as a whole.</p>
External Relations	<p>15. To take responsibility for general matters related to the area of responsibility.</p> <p>16. To provide a high level of customer service and support throughout.</p> <p>17. To ensure effective and transparent communication.</p> <p>18. To consult with third parties as may be required, to identify improvements that can be made in the Directorate.</p>
Personal Development	<p>19. To be conversant with the area of specialisation and seek ways to keeping abreast with developments in the role and associated tasks.</p> <p>20. This position will lead to the qualification as an Airworthiness Inspector following performance of training attainment of experience and satisfactory competence assessment.</p>
Other	<p>21. To perform such other duties, compatible with the post.</p>

Key Decision Making Areas

- Day-to-day operational decisions
- Safety risk assessments and engineering judgement.

Key Performance Indicators (KPIs)

- Timely performance of tasks
- Attainment of set training and qualification objectives
- Ability to adapt and learn through work experience
- Readiness to travel and work under pressure
- Effective allocation of resources
- Quality of service in the day-to-day operations
- Customer satisfaction
- Ability to work independently and meet deadlines.

PERSON SPECIFICATION – The experience, qualifications, knowledge, skills and attributes required by the job holder.

Essential:-

Qualifications & Experience:

The applicants for the post shall meet the following requirements:-

- Hold a Category B1.1, B2 or C Part 66 Aircraft Maintenance Licence or an aeronautical/engineering university degree recognized by the Civil Aviation Directorate.
- Have a minimum of 3 years work experience in a technical position in a CAMO, Part-145 organisation, Part-147, or Part-21 Design or Production Organisation;
- Have an excellent command of the English language both in the spoken and written form;

Personal Attributes:

- Meticulous and analytical
- Independent and assertive
- Good interpersonal skills
- Fair and high personal integrity
- Effective communicator
- Tactful

Desirable Attributes:

- Work experience on large turbofan or turboprop aircraft will be an advantage;
- Familiar with European Union legislation concerning civil aviation and airworthiness;
- Have strong and sound interpretative skills of the rules;
- Have a knowledge of relevant implementing rules, certification specifications and guidance material;
- Experience or exposure to aircraft inspections, Quality Systems and Auditing techniques;
- Readiness to travel;
- Skilled in IT applications.