



PUNJAB PUBLIC SERVICE COMMISSION

JOB DESCRIPTION/JOB ANALYSIS FOR THE POST OF SENIOR ENGINEER (BS-20) IN THE VIP FLIGHT (FIXED WING), GOVERNMENT OF THE PUNJAB, S&GAD CASE NO. 8C2021.

Main Responsibilities and tasks:

1. For ensuring that the organization's procedures and standards are complied with when carrying out maintenance;
2. For competence of all personnel engaged in maintenance;
3. For establishing a programme of training and continuation training using internal and /or external sources;
4. For ensuring that all sub-contract orders are correctly detailed and that the requirements of the contract/order are fulfilled in respect of inspection and quality control.
5. For providing feedback to the Quality System about the services provided by contracted Organizations, Subcontractors;
6. For responding to quality deficiencies in maintenance, which arise from quality audits;
7. For ensuring, through the workforce under his/her control that the quality of workmanship in maintenance is as per standard acceptable to PCAA;
8. For the implementation of the safety policy and human factory issues;
9. For availability of facilities appropriate to the planned work including aircraft hangar, office accommodation and stores as applicable for the planned work;
10. For Availability of a working environment appropriate to the tasks being undertaken;
11. For the incoming inspection of components, parts materials tools and equipment, the related classification segregation and storage according to the manufacturer's recommendations;
12. For developing a production planning system appropriate to the amount and complexity of the maintenance scope of work;
13. For availability of tools, equipment and materials to perform the planned tasks;
14. For Availability of all necessary maintenance data as required by ANO 145.A.45;
15. For availability of latest maintenance data as required by certifying staff;
16. To record and notify and inaccurate, incomplete or ambiguous procedure, practice information or maintenance instruction contained in the maintenance data used by maintenance personnel to the author of maintenance data
17. To provide a common work card or worksheet system to be used throughout relevant parts of the organization and ensure such documents comply with 145.A.45 (e)
18. For notifying the Accountable Manager whenever deficiencies emerge which require his attention in respect of finance and acceptability of MOEs procedures.
19. For coordinating maintenance of aircraft by foreign MROs if required.
20. For verifying incoming parts conformity with requirements of MOE 2.2

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