



121 Alhambra Plaza | Suite 1110
Coral Gables, FL 33134
Office: (305) 764-3200
Fax: (305) 444-1275

Equal Opportunity/Affirmative Action Employer

JOB DESCRIPTION

Position Title: Manager Technical Records - Dallas

Status: Exempt

Position Summary: Responsible for managing all functions related to aircraft and engine record keeping.

Responsibilities and Duties:

- Responsible for managing all personnel performing aircraft and engine record keeping.
- Prepare monthly reports as requested.
- Manages, reviews and oversees the auditing of Life Limited Part Summaries, Airworthiness Directives and applicable technical and operational documentation for Company and customer engines and aircraft.
- Assigns and performs comprehensive baseline reviews for whole engine and Aircraft purchases and consignments based upon current business opportunities.
- Assists Executive Management, Asset Directors, Leasing Director and Sales personnel in support of engine and aircraft sale and pre-lease activity.
- Provides mini-packs, comprehensive technical documentation and in-depth analysis on product-specific subject matter.
- Assigns and performs complete engine and aircraft repair reviews insuring work scope requirements are satisfied, dirty-finger print documents are audited and all supporting documents are received.
- Assists in pre-purchase evaluation of engines and/or inventory as required.
- Full responsibility for evaluating newly released Federal Aviation Administration Airworthiness Directives / OEM Service Bulletins and their impact on potential sales, leasing and operational life of engine and aircraft fleet.
- Assigns and manages the production of Life Limited Part Summaries and trace packages.
- Oversees the coordination, preparation and shipment of records packages to customers for leased / sold engines and other Company equipment.
- Researches records through contacts with OEMs, repair facilities and previous owner /operators in obtaining life limited part trace and complete operational and technical engine and aircraft documentation.
- Provides comprehensive data packages to internal and external customers.
- Provides post-sale / post-lease support to external customers in answering technical questions, researching / obtaining technical data and supplying customer-required documentation.
- Manages and tracks the scanning of select technical and trace documents.
- Performs specialized technical research in support of individual Sales personnel and projects.
- Travels to outside locations to perform customer-based reviews as required.
- Oversees the scanning, maintenance, dissemination and retention of select technical, financial, purchasing and repair documentation.
- Other duties may be assigned to meet business needs.



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JOB DESCRIPTION

Reports to: Director Technical Records

Supervises: (Dallas) Senior Analyst-Records, Technical Records Analyst, Data Entry Clerk

Education, Knowledge and Skills:

- Minimum ten years experience in all aspects aircraft and engine record keeping.
- Bachelor's degree preferred or equivalent work experience.
- Familiarity with Federal Aviation Regulations and OEM documentation.
- Exceptional managerial skills.
- Exceptional analytical and problem solving abilities.
- Ability to work and interact with departments throughout the organization.
- Must be proficient in Microsoft Windows/Microsoft Office (Word & Excel).
- Must be able to multi-task.
- Must have exceptional verbal and written communication skills.
- Must exhibit a high level of confidentiality with work product.