**Job Scope & Description: Engineering Controller (EC)**

Immediate Superior: Deputy Engineering Manager

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| a | - Daily administration and control of **Workshop Planner & Tool Store/GSE** as per AMO organisation structure. |
| b | - Ensure correct and efficient execution of maintenance planning on aircraft downtime and all taks associated with tools & GSE |
| c | - **Liaise with Deputy Engineering Manager** to facilitate the provision of adequate facilities, supporting equipment and personnel to perform maintenance on GSE. |
| d | - Coordinate with Warehouse and Logistic section for proper upkeep of store section and provision of adequate spare and consumable for forecasted maintenance and defect rectification. |
| e | - Coordinate and liaise with **Deputy Engineering Manager** along with **finance department** on allocation of fund for the procurement of spares, consumable and GSE. |
| f | - Coordinate with **commercial department** for AMO related matters in regard to contract obligation, client requirement and attend meeting with customer. |
| g | - To lead the engineering support team in setting up new base or new operation and coordinate with Chief Engineer for the manpower arrangement for the setup. |
| h | - To allocate and supervise work for personnel under his control. |
| i | - Provides updates to the **Deputyy Engineering Manager** on engineering support matters which affect the aircraft maintenance activities. |
| j | - Ensure that all **Workshop Planner & Tools/GSE** personnel are in possession of correct skills and are given appropriate training. |
| k | - May act in the capacity of **Deputy Engineering Manager** when required and/or called upon to do so and ensure proper hand-over is accomplished. |
| l | - Plan, organize and control the **ground support equipment** as required by Maintenance personnel for the maintain of aircraft in accordance with company, customer and relevant aviation authority requirements in the most effective and productive manner. |
| m | - Responsible for always maintained a clean and safe working environment. |
| n | - Chair Monthly KPI meeting with all EIC / PIC and CIC every 2nd week of the month Wednesday for Root Cause finding and Improvement |
| o | - Ensure Yearly Budget forecast is utilized within limit and constantly review based on expected new or defer project |

**Job Scope/Description: Deputy Engineering Controller (DEC)**

Immediate Superior: Engineering Controller

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| a | - Daily administration and control of **AMO Planner** as per AMO organisation structure. |
| b | - Ensure correct and efficient execution of maintenance planning on aircraft downtime and all task associated with parts |
| c | - Provide A/C status and outstanding spares to Engineering Manager Assistance **for Management Meeting** compilation |
| d | - Coordinate with Warehouse and Logistic section for Min Max level for adequate spare and consumable for forecasted maintenance and defect rectification. |
| e | - To plan and forecast the requirement for schedule inspection and anticipate for the unscheduled rectification. |
| f | - Coordinate with **commercial department** for AMO related matters with regards to contract obligation, client requirement and attend meeting with customer. |
| g | - Observe & discuss with **Engineering Controller** for manpower arrangement and new hiring requirement |
| h | - To allocate and supervise work for personnel under his control **including review for work process improvement** |
| i | - Provides updates to the **Engineering Controller** on engineering support matters which affect the aircraft maintenance activities. |
| j | - Ensure that all **AMO Planner** personnel are in possession of correct skills and are given appropriate training. |
| k | - May act in the capacity of **Engineering Controller** when required and/or called upon to do so and ensure proper hand-over is accomplished. |
| l | - Plan, organize and control **spares and consumable** as required by Maintenance personnel for the maintain of aircraft in accordance with company, customer and relevant aviation authority requirements in the most effective and productive manner. |
| m | - Responsible for always maintained a clean and safe working environment. |
| n | - Responsible for Fabrication of Tools procedure and MOC creation |
| o | - Prepare Yearly Budget every Nov / Dec based on 1 Year Forecast the next year |