



JOB DESCRIPTION

Job Title: Upholsterer
Department: Completions
Reports to: Crew Chief, Upholstery

Essential Functions and Key Responsibilities:

- Responsible for the fabrication and installation of seat covers, curtains, and various assemblies and subassemblies.
Sews, fabricates, and installs covers for all styles of panels in the aircraft interior.
Reads and interprets equipment manuals and work orders to perform required duties.
Diagnoses problems, replace or repair parts, test and make adjustments.
Use the material tracking system to create parts demand, track squawks and to sign-off work.
Detects errors and correct through proper departmental channels.
Complies with all company policies and procedures and safety requirements.
Performs other duties as assigned by Crew Chief, Upholstery.

Supervisory Responsibilities:

None

Qualifications:

- High School Diploma or equivalent. Technical training. Two or more years of related experience.
Proficient in all aspects of major aircraft upholstery skills.
Ability to effectively use the English language, both oral and written, to communicate information to others.
Basic computer skills in Word, Excel and E-mail.
Good interpersonal and communication skills.
Strong team player.
Commitment to company values and ethics.

Physical/Work Environment:

While performing duties of job, employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls: reach with hands and arms; talk and hear. Employee must occasionally lift and/or move. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. May be exposed to hazardous chemicals. Work around machinery with moving parts. Specialized PPE may be required. The noise level in the work environment typically is usually moderate.

Approval:

Area Manager / Supervisor

Signature: _____ Title: _____ Date: _____

Human Resources

Signature: _____ Title: _____ Date: _____

This job description will be reviewed and updated periodically.

BizJet is fully committed to Equal Employment Opportunity and to attracting, retaining, developing and promoting the most qualified employees without regard to their race, gender, color, religion, sexual orientation, national origin, age, physical or mental disability, citizenship status, veteran status, or any other characteristic prohibited by state or local law. We are dedicated to providing a work environment free from discrimination and harassment, and where employees are treated with respect and dignity.