



JOB DESCRIPTION

Job Title: Manager, Certification
Department: Completions
Reports to: Manager, Engineering

Essential Functions and Key Responsibilities:

- Develops and directs the activities with the various airworthiness authorities and acts as focal point.
Attends regular project core group meetings.
Coordinates and interfaces DERs, DARs and RFCs.
Communicates and monitors the compliance with approval-related deadlines.
Creates and administers the certification program.
Responsible for the data package and it's archiving.
Post-STC responsibility for the STC holder.
Identifies and communicates certification risks.
Coordinates and documents the flight conditions for a permit to fly.
Coordinates the cabin inspection with the aviation authority.
Clarifies operational requirements for the customer country.
Interfaces engineering to ensure the design fulfills certification requirements.
Coordinates with Systems DERs for DER witness testing.
Provides leadership for employee relations through effective communications, coaching, training, and development.
Measures performance to company goals and standards.
Performs other duties as assigned by Manager, Engineering

Supervisory Responsibilities:

- Yes

Qualifications:

- Bachelor level in Engineering or equivalent. Three to five years engineering experience.
FAA Designated Engineering Representative (DER) or Administrative DER.
Leadership: demonstrated ability to lead people and get results through others.
Time Management: ability to organize and manage multiple priorities.
Problem analysis and problem resolution at both a strategic and a functional level.
Strong customer orientation.
Excellent interpersonal and communication skills.
Strong team player.
Commitment to company values and ethics.
Basic computer proficiency.

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 up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Approval:

Area Manager / Supervisor

Signature: _____ Title: _____ Date: _____

Human Resources

Signature: _____ Title: _____ Date: _____

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