



## JOB DESCRIPTION

**Job Title:** Certification Engineer  
**Department:** Completions  
**Reports to:** Director, Engineering

### Essential Functions and Key Responsibilities:

- Supports the Certification Manager, prepares certification reports, ground and flight test reports.
- Coordinates and interfaces DERs.
- Creates analysis, substation reports and reviews reports.
- Supports the coordination of the RFC / DAR process.
- Creates and monitors schedules and action item list for certification efforts.
- Supports compiling the STC data package.
- Identifies and communicates certification risks.
- Responsible for clarification of operational requirements for the customer country.
- Interface engineering to ensure the design fulfills certification requirements.
- Reviews drawings to ensure they fulfill certification requirements.
- Comply with company policies and procedures and safety requirements.
- Performs other duties as assigned by Director, Engineering.

**Supervisory Responsibilities:** None

### Qualifications:

- Bachelor degree in Mechanical or Aerospace Engineering required. Advanced degree preferred.
- Extensive relevant experience in aircraft modification and completions.
- Strong knowledge of airworthiness requirements.
- Holder of DER license or DER candidate is preferred.
- Experience in performing analysis and test reports.
- Must be familiar with standard concepts, practices and procedures related to engineering processes.
- Must be familiar with FAA Certification issues, Federal Aviation Regulations
- Strong computer skills in AutoCAD and Microsoft Office.
- Problem analysis and problem resolution.
- Good interpersonal and communication skills.
- Strong customer orientation.
- 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.*

**TPM 007**