



PUNJAB PUBLIC SERVICE COMMISSION
LDA PLAZA- Edgerton Road, Near Aiwan-e-Iqbal, Lahore
JOB DESCRIPTION FOR THE POST OF AIRFRAME
CASE NO. 19C2024

Main Responsibilities and Tasks

- (1) Perform Airframe maintenance as per PCAA approved scope of work of Aviation Flight (RW).
- (2) Ensure satisfactory completion of all tasks / work required in accordance with work order / Maintenance Manual and quality of workmanship in the final product to the standard acceptable to the organization and PCAA.
- (3) Ensure that all relevant entries are made in the log books/work sheets/work orders after maintenance and will maintain record for any PCAA or Government audit.
- (4) Ensure whenever a component is replaced its part number, serial number and Calendar / Service life is recorded in work sheet / task card
- (5) Review Airframe maintenance records of helicopter on daily basis and present the due maintenance & Life Limited parts record to Chief Engineer in 15 days advance. He will make Task Cards / worksheets required for assigned tasks to ensure compliance to PCAA Regulations.
- (6) Perform incoming inspection of Airframe assemblies / parts, spares, materials and calibration of tools / test equipment according to the OEM instructions / MOE procedures and ensure classification, segregation & storage is made according to OEM recommendations
- (7) Participate in Audit and implement corrective and preventive actions against all findings in timely manner. Attend Management Reviews to present detailed progress on corrective / preventive actions, if required by the Chief Pilot.
- (8) Take immediate action if any unairworthy condition or a deviation from organizational procedures / PCAA regulation is observed / found. Officially report / inform without any delay to Chief Pilot.
- (9) Ensure that all maintenance activities on Helicopter Airframe are carried out in a planned manner.

- (10) Follow Safety Policy and human factor principles in the Aviation Flight (RW), conforming to the Organization commitment made by the Chief Pilot.
- (11) Maintain proper standard of discipline, conduct and personal appearance while carrying out his duties, in accordance with Organization Standard Operating Procedures.
- (12) He will not divulge any information about Aviation Flight (RW), its operation and maintenance or discuss its plans with any unauthorized person.

(b) **Occasional Tasks & Responsibilities**

- (1) Perform any other Technical or Non Technical duty as and when assigned by Chief Pilot or Engineer In charge.
 - (2) Must have sufficient Computer skills to formulate Helicopter Airframe and its aggregates operational Data.
 - (3) Ensure his medical fitness and submit medical certificate / reports on yearly basis to organization as per PCAA regulations.
 - (4) Should get himself fully conversant with ANO 145 and PCAA Regulations.
 - (5) Keep himself abreast with advancements made in Helicopter manufacture in Aviation industry.
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