

## JOB DESCRIPTION

<b>Job Title</b>	<b>Airworthiness Inspector</b>
<b>Grade</b>	Non-Collective Agreement / Technical
<b>Salary</b>	Negotiable
<b>Directorate</b>	Civil Aviation Directorate (CAD)
<b>Report To</b>	Head (Airworthiness and Aircraft Registration)
<b>Direct Subordinates</b>	N/A

## MAIN JOB PURPOSE

The Airworthiness Inspector shall be responsible to the Head (Airworthiness and Aircraft Registration) and ultimately to the Director General for Civil Aviation for the tasks and responsibilities mentioned in ICAO Doc. 9760, Vol 1 Chapter 4.7. S/He shall also ensure that the Maltese civil aviation industry complies with the applicable national and European Union regulatory requirements in the fields of airworthiness.

## MAIN DUTIES & RESPONSIBILITIES

<b>Key Responsibilities</b>	<b>Key Elements</b>
<b>Core Areas</b>	<ol style="list-style-type: none"> <li>1. Assist the Head (Airworthiness and Aircraft Registration) in executing inspection and audit programmes for the initial and continuing airworthiness certification of aircraft (Part-21, Part-M and Air Navigation Order), the issue and continuation of approval of continuing airworthiness management organisations (Part-M Subpart G). Aircraft maintenance organizations (Part-145, Part-M Subpart F) and aircraft maintenance training and examination organizations (Part-147);</li> <li>2. Perform inspections and audits of organisations and aircraft meeting national and international requirements and regulations;</li> <li>3. Act as a Part-66 examiner on behalf of the CAD;</li> <li>4. Assist in the development of internal procedures and circulars;</li> <li>5. Conduct safety risk assessment and analysis;</li> <li>6. Perform any specific tasks related to airworthiness and aircraft maintenance that the Head (Airworthiness and Aircraft Registration) may assign;</li> <li>7. Follow-up of occurrence reporting;</li> <li>8. Development of internal and external training courses;</li> <li>9. Attend international fora in the field of airworthiness and maintenance as required.</li> </ol>

<b>Internal Relations</b>	<p>10.To establish a good working relationship with other Units and Directorates.</p> <p>11.To provide the necessary assistance to other Units in pursuance of the overall efficiency and effectiveness of the Directorate as a whole.</p>
<b>External Relations</b>	<p>12.To take responsibility for general matters related to the area of responsibility.</p> <p>13.To provide a high level of customer service and support throughout.</p> <p>14.To ensure effective and transparent communication.</p> <p>15.To consult with third parties as may be required, to identify improvements that can be made in the Directorate.</p>
<b>Personal Development</b>	<p>16.To be conversant with the area of specialisation and seek ways to keeping abreast with developments in the role and associated tasks.</p> <p>17.To attend local and foreign meetings, seminars, training programmes and conferences as required.</p>
<b>Other</b>	<p>18.To perform such other duties, compatible with the post, as may be assigned by the Head (Airworthiness and Aircraft Registration) and/or Director General for Civil Aviation from time to time.</p>

#### **Key Decision Making Areas**

- Day-to-day operational decisions
- Safety risk assessments

#### **Key Performance Indicators (KPIs)**

- Timely inspections and audits
- Attainment of set objectives
- Effective allocation of resources
- Quality of service in the day-to-day operations
- Internal customer satisfaction
- Staff satisfaction and performance

**PERSON SPECIFICATION** – The experience, qualifications, knowledge, skills and attributes required by the job holder.

**Essential:-**

**Qualifications & Experience:**

The applicants for the post shall meet the following requirements:-

Either:-

- Have held a similar position of airworthiness/engineering inspector with a national aviation authority for at least 3 years;
- Have an excellent command of the English language both in the spoken and written form;
- Have good interpersonal skills to conduct meetings and audits in a fair and professional manner.

Or:

- Hold a type rated Category B1.1, B2 or C Part 66 aircraft maintenance licence or an aeronautical/engineering university degree recognized by the Civil Aviation Directorate;
- Have held managerial positions in Quality/Continuing Airworthiness/Maintenance;
- Experienced in conducting airworthiness reviews, ARC recommendations and aircraft physical inspections;
- Have had at least three years proven experience in Quality Auditing/Management or Continuing Airworthiness Management in the civil aviation field;
- Have an excellent command of the English language both in the spoken and written form;
- Have good interpersonal skills to conduct meetings and audits in a fair and professional manner.

**Personal Attributes:**

- Meticulous and analytical
- Independent and assertive
- Good interpersonal skills
- Fair and high personal integrity
- Effective communicator
- Tactful

**Desirable Attributes:**

- Work experience on large turbofan or turboprop aircraft will be an advantage;
- Familiar with European Union legislation concerning civil aviation and airworthiness;
- Have strong and sound interpretative skills of the rules;
- Have comprehensive knowledge of relevant implementing rules, certification specifications and guidance material;
- Skilled in IT applications.

