



## **Maintenance Controller**

### **Bend, Oregon**

Are you passionate about aviation, building something with your hands or working on an exciting project for a dynamic, growing company? Epic Aircraft LLC is a manufacturer of high performance single-engine turboprop aircraft based in Bend, Oregon. We are seeking enthusiastic, hardworking candidates to join our fun and growing team. The soon-to-be-certified E1000 will be the fastest, highest performing, most affordable and comfortable, six-place single-engine turboprop in the world.

### **Position Description:**

As part of the Flight Operations Department the Maintenance Controller is responsible to the Repair Station Manager for the overall operation and efficient and economical coordination of the maintenance operation in accordance with all regulations.

### **Your Day-to-Day:**

- Processing completed work orders in an efficient and timely manner
- Maintaining a file of completed work orders with supporting documentation
- Monitoring maintenance purchase orders, invoices, and shipping bills
- Updating the maintenance inventory as parts are being used
- Conducting a physical inventory audit at the direction of management
- Tracking, updating and maintaining all technical publications and reference material in an organized manner
- Verifying and correcting aircraft hours, landings, and cycles on customer aircraft
- Screening all completed work orders for completeness and accuracy
- Screening aircraft log books for Airworthiness Directive and Service Bulletin compliance
- Assembling work order packages for customer aircraft
- Completing billing and invoicing on customer work orders
- Performing other administrative functions as required

### **What You Bring to the Team (Requirements):**

- High school diploma and an **FAA Airframe and Powerplant license**
- **3-5** years' experience in aviation
- Prior experience with a **part 145 repair station** is desirable
- Highly organized
- Good problem-solving skills and the ability to work well with a team
- Able to follow written and verbal instructions and fill out paperwork as needed
- Experience with **Pratt and Whitney** turbo prop engines highly desirable
- Experience with Microsoft Office and Adobe work suites
- Experience with an aviation based computer management system helpful
- Able to pass a drug test



## EPIC AIRCRAFT JOB POSTING

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### **Why Epic Aircraft:**

We are truly passionate about aviation and building an amazing aircraft. You will directly contribute to the success of the soon-to-be-certified E1000. We need people who aren't afraid to work hard, be rewarded and have fun!

### **Benefits include:**

- Competitive pay
- Company provided Paid Time Off
- Company Paid Health Benefits
- Seven Paid Holidays
- 401k plan
- Temperature controlled environment
- Advancement opportunities
- Friendly team environment
- Fun company events