


JOB DESCRIPTION			MNL/HRS/KLH/6001		
			ISSUE	REVISION	DATE
APPROVAL OFFICE	HRA	WAS	01	0	APRIL 2024

Position Title	: CAMO Planner	Job Grade	: PROTÉGÉ
Division	: Planner	Department/Unit	: CAMO

A. JOB PURPOSE:
(Helps to define purpose of job)

B. JOB SUMMARY/KEY RESPONSIBILITIES:
(Functions of positions – please provide 3 to 8 key accountabilities)


1. The scheduling of all aircraft routine inspections through the production of published maintenance plans/man-hour plans
2. Coordination planning around real-time activities with the engineering supervisors and Base engineer.
3. Co-ordinate production activities with all other relevant departments to ensure resource availability required to meet aircraft input schedules
4. Conduct those duties as directed within the CAME and associated company procedures.
5. Observing safety instructions/precautions and ensuring a safe working environment. Potential safety hazards should be reported to the supervisor.
6. Monitoring of contractual penalty, limit and to mitigate accordingly.
7. Responsible for working with the finance department on monthly invoicing documentation
8. Produce engineering reports as required by management.
9. Liaise with OEM on planning issues.
10. To work with other WASSB subsidiaries on fleet maintenance planning.
11. Any other duties as directed by the CAMO General Manager or his delegate.

C. POSITION SPECIFICATIONS
(Minimum requirement to competently perform the job, NOT the specifications of the person currently holding the position)

Academic qualifications & professional certificates	: <i>Essential</i>	: Degree in Engineering or related field of studies
	: <i>Preferred</i>	: Degree in Aerospace/Mechanical.
Experience / exposure	: <i>Essential</i>	: 5 years' experience
	: <i>Preferred</i>	: At least 5 years' experience planning & record management or equivalent

D. COMPETENCIES

Knowledge & skills required	: <i>General</i>	: MS Office, Excel, Power Point, Writing Proposals, Presentation Skills. Regulation requirements.
	: <i>Technical:</i>	: Ability to plan aircraft maintenance check schedule. Able to project Engine/APU shop

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		visit. Forecast of component schedule replacement. Implementation of check packages.
Personal Attributes :		<ul style="list-style-type: none"> • Excellent communications skills • 2. Fluent written & and spoken English • 3. Must be a self-starter and willing to take the initiative • 4. Proven analytical and problem-solving ability • 5. Experience with Microsoft Office application

E. KEY CHALLENGES

Maintaining an effective and economical administrative system in the department and the accomplishment of assigned task.

F. DIMENSIONS / AUTHORITY LIMITS

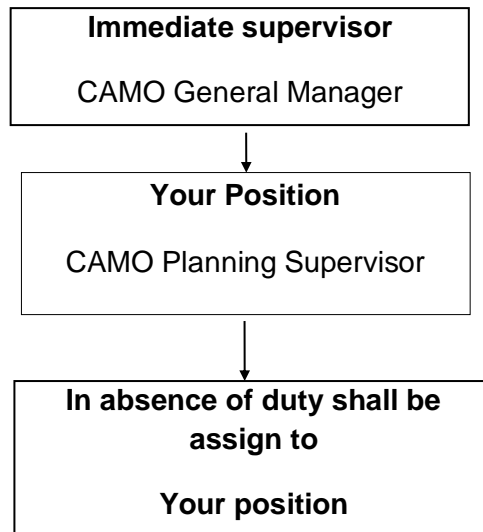
(e.g.: CAPEX, OPEX, revenue / budget)

Dimensions are subdivided into three elements ;

- 1) Finance – Not Applicable
- 2) Non- Financial – Not Applicable
- 3) Geography – Involved in both domestic and international operations

G. REPORTING STRUCTURE

(Direct report / superior / peers within SBU / SFU)



APPROVED BY:

Signature :	
Name :	
Date :	

ACCEPTED BY:

Signature :	
Name :	
Date :	