

Vacancy Postings

In order to be considered for any vacancy, a completed and signed on-line Duncan Aviation application form is required. You may include your resume with the application, but the resume will not be accepted without a completed application. If you are applying for more than one position, you must complete a separate application for each position. Once your application is received, it is effective for that opening only. If you wish to apply for another opening, you must submit a separate application. You may go in and revise your application.

Current Vacancies for 02/17/2009:

New Positions Available to Current Duncan Aviation Employees Only:

Quality Assurance Documentation Specialist Battle Creek, MI

Return to Service I Inspector - Install Battle Creek, MI

Return to Service I Inspector - Interior Battle Creek, MI

Team Leader - Paint Detail Battle Creek, MI

Return to Service I Inspector - Install Lincoln, NE

Return to Service I Inspector - Interior Lincoln, NE

Return to Service II Inspector Lincoln, NE

Positions Available to Current Duncan Aviation Employees Only:

Battle Creek, MI

Quality Assurance Documentation Specialist

Description: Coordinates and prepares FAA Form 337's to support and record all major repairs, alterations and modifications accomplished by the Repair Station utilizing data provided by production teams and/or the Engineering department. Generates weight and balance reports to reflect major repairs, alterations and modifications. Prepares Equipment Lists and supplements to reflect major repairs, alterations and modifications. Performs core Quality Assurance Inspector functions and supports OEM production teams, with assistance. Helps train and mentor QA Inspectors in performing the 337 and weight and balance job function for support during heavy workloads and alternate shift needs. Provides customer support for internal and external customers on behalf of the Quality Assurance Department.

Qualifications: (Mon.-Fri., 7:00am – 3:30pm)

High School graduate or equivalent required. Five years general aviation maintenance experience required. One year previous inspection experience required. Airframe & Powerplant License required. Eligibility for QI and RII designation required. FAR knowledgeable. Minimum starting pay: \$22.60/hr. **Position will close upon selection of a qualified candidate.**

Return to Service I Inspector - Install

Description: Reviews completed documentation and inspects physical products of work performed by others and ensures paperwork is completed and ready in conjunction with delivery of the aircraft. Signs off tasks or inspections. Determines the appropriate documentation and maintenance entry items for FAA required aircraft logbook entries and works with Maintenance Records personnel to accurately record maintenance or modifications performed under Duncan Aviation's Repair Station certificate. Inspects aircraft airframes, engines, components, modifications and completions, processes, and systems using appropriate tools and equipment, as applicable. Assists with function tests as needed. Ensures conformity with specifications and standards as defined in Duncan Aviation's RSGOM for Required Inspection Items (RII), as applicable. Makes consistent and logical airworthiness determinations. Mentors others to develop regulatory and inspection process knowledge. Accurately bills time to work orders.

Qualifications: (Mon.-Fri., 7:00am – 3:30pm)

High School graduate or equivalent required. Three years general aviation maintenance experience required. Eligibility for QI designation and RII designation required. Minimum starting pay: \$19.60/hr. **Position will close upon selection of a qualified candidate.**

Return to Service I Inspector - Interior

Description: Reviews completed documentation and inspects physical products of work performed by

others and ensures paperwork is completed and ready in conjunction with delivery of the aircraft. Signs off tasks or inspections. Determines the appropriate documentation and maintenance entry items for FAA required aircraft logbook entries and works with Maintenance Records personnel to accurately record maintenance or modifications performed under Duncan Aviation's Repair Station certificate. Inspects aircraft airframes, engines, components, modifications and completions, processes, and systems using appropriate tools and equipment, as applicable. Assists with function tests as needed. Ensures conformity with specifications and standards as defined in Duncan Aviation's RSGOM for Required Inspection Items (RII), as applicable. Makes consistent and logical airworthiness determinations. Mentors others to develop regulatory and inspection process knowledge. Accurately bills time to work orders.

Qualifications: (Mon.-Fri., 7:00am – 3:30pm)

High School graduate or equivalent required. Three years general aviation maintenance experience required. Eligibility for QI designation and RII designation required. Minimum starting pay: \$19.60/hr. **Position will close upon selection of a qualified candidate.**

Team Leader - Paint Detail

Description: Provides world-class leadership to create a team atmosphere where members are challenged to maintain aircraft in the safest, highest quality, most efficient means possible, and to provide excellent customer service. Manages all aspects of assigned aircraft projects including coordinating necessary resources, documentation, and communication with appropriate personnel, including customers, to ensure timeliness and quality of these projects. Performs all paint detail job functions according to manufacturer's specifications, Duncan approved procedures, regulatory requirements, and customer specifications in a safe and clean environment using Personal Protection Equipment and Fall Protection. Acts as a positive role model by mentoring team members, supporting company and shop decisions, and communicating goals and objectives.

Qualifications: (Mon.-Fri., 7:00am – 3:30pm)

High school graduate or equivalent required. Minimum of one year aircraft painting experience with additional related experience required. Repairman's certificate required. Eligibility for Qualified Inspector designation and RII designation required. Five years aviation painting experience preferred. Previous leadership and supervisory experience preferred. Minimum starting pay: \$23.70/hr. **Closing date: February 23, 2009.**

Lincoln, NE

Return to Service I Inspector - Install

Description: Reviews completed documentation and inspects physical products of work performed by others and ensures paperwork is completed and ready in conjunction with delivery of the aircraft. Signs off tasks or inspections. Determines the appropriate documentation and maintenance entry items for FAA required aircraft logbook entries and works with Maintenance Records personnel to accurately record maintenance or modifications performed under Duncan Aviation's Repair Station certificate. Inspects aircraft airframes, engines, components, modifications and completions, processes, and systems using appropriate tools and equipment, as applicable. Assists with function tests as needed. Ensures conformity with specifications and standards as defined in Duncan Aviation's RSGOM for Required Inspection Items (RII), as applicable. Makes consistent and logical airworthiness determinations. Mentors others to develop regulatory and inspection process knowledge. Accurately bills time to work orders.

Qualifications: (3 Positions Available, 2 Positions Mon.-Fri., 7:00am – 3:30pm and 1 Position Mon-Thurs., 1:00pm - 11:30pm)

High School graduate or equivalent required. Three years general aviation maintenance experience required. Eligibility for QI designation and RII designation required. Minimum starting pay: \$19.60/hr. **Position will close upon selection of a qualified candidate.**

Return to Service I Inspector - Interior

Description:

Reviews completed documentation and inspects physical products of work performed by others and ensures paperwork is completed and ready in conjunction with delivery of the aircraft. Signs off tasks or inspections. Determines the appropriate documentation and

maintenance entry items for FAA required aircraft logbook entries and works with Maintenance Records personnel to accurately record maintenance or modifications performed under Duncan Aviation's Repair Station certificate. Inspects aircraft airframes, engines, components, modifications and completions, processes, and systems using appropriate tools and equipment, as applicable. Assists with function tests as needed. Ensures conformity with specifications and standards as defined in Duncan Aviation's RSGOM for Required Inspection Items (RII), as applicable. Makes consistent and logical airworthiness determinations. Mentors others to develop regulatory and inspection process knowledge. Accurately bills time to work orders.

Qualifications: (2 Positions Available, 1 Position Mon.-Fri., 7:00am – 3:30pm and 1 Position Mon.-Thurs., 1:00pm - 11:30pm)

High School graduate or equivalent required. Three years general aviation maintenance experience required. Eligibility for QI designation and RII designation required. Minimum starting pay: \$19.60/hr. **Position will close upon selection of a qualified candidate.**

Return to Service II Inspector

Description: Accepts full ownership and manages all aspects of assigned aircraft work orders relative to return-to-service documentation from pre-planning to delivery of the aircraft. Completes AD research, as applicable. Verifies completion of log book research and monitors aircraft logbook entries and related documentation for accuracy and thoroughness of maintenance or modifications performed under Duncan Aviation's Repair Station certificate. Inspects aircraft airframes, engines, components, modifications and completions, processes, and systems using appropriate tools and equipment, as applicable to ensure conformity with specifications and standards as defined in Duncan Aviation's RSGOM for Required Inspection Items (RII). Responds to internal and external customers' request and inquiries related to aircraft maintenance, inspection, interpretation of regulatory compliance issues, and documentation requirements. Mentors others to develop regulatory and inspection process knowledge. Accurately bills time to work orders.

Qualifications: (Mon.-Fri., 7:00am - 3:30pm)

High School graduate or equivalent required. Five years general aviation maintenance experience required. Airframe & Powerplant Certificate required. Eligibility for QI designation and eligibility for RII designation required. Minimum starting pay: \$23.70/hr. **Position will close upon selection of a qualified candidate.**

Positions Available to the General Public

Battle Creek, MI

Certification Specialist/Engineer - 7X Program

Description: Preparation of certification data for Avionics and Interiors installations (may include, but is not limited to compliance and conformity plans and reports, ground and flight test plans and reports, etc.); review of customer specifications and documents for certification requirements; interface with customer representatives. Respond to internal and external customer inquiries regarding certification documentation. Coordinate with Engineers for the review and assembly of data packages, to include design and substantiation data, for submittal to the approving entity. Demonstrate a high level of commitment to customer service and satisfaction. Consistently maintains a positive attitude and uses open and honest communication techniques. Leads by example, fostering a commitment to teamwork and continuous improvement to peers and other employees. Accepts responsibility, demonstrates initiative and attention to detail, projects a professional image consistent with the company's and department's identity, mission and goals.

Qualifications: Minimum 3 years alterations, STC, certification/airworthiness, or quality control experience required. Knowledge of certification and FAA practices and procedures required. Proficiency with Microsoft Office required. Eligibility for DAS AR (ODA UM) designation within 3 years of position appointment required. Engineering degree or A&P certificate preferred. **Position will close upon selection of a qualified candidate.**

Lincoln, NE

Designer II - Engineering

Description: With engineering supervision, coordinates and directs small engineering projects and prepares engineering data (drawings, parts lists and related supporting documents) using

manufacturer specifications, manufacturer instruction manuals, FAA regulations, Duncan Aviation approved procedures, acceptable industry practices, and customer expectations. Supports aircraft surveys as required. Demonstrates a high level of commitment to customer service and satisfaction. Consistently maintains a positive attitude and uses open and honest communication techniques. Leads by example, fostering a commitment to teamwork and continuous improvement to peers and other employees. Accepts responsibility, demonstrates initiative and attention to detail, and projects a professional image consistent with the company's and department's identity, mission and goals.

Qualifications: (Positions Open for 1st Shift, Mon.-Fri., 7:00am - 4:00pm and 2nd Shift, Mon.-Thurs., 3:00pm - 1:30am)

Proficiency with MS Office, SolidWorks, and/or AutoCAD required. Proficiency with Catia 5 required. Proficiency with Enovia Smarteam PDM/PLM preferred. **Position will close upon selection of a qualified candidate.**

Engineers, Mechanical, Structural, Interior

Description: Prepares engineering data (drawings, analysis, reports, parts lists, etc.) using manufacturer specifications and instruction manuals in compliance with FAA regulations; review service plans and sales proposals for engineering requirements; instruct production technicians on construction and/or installation methods and procedures; and general engineering project management. Demonstrates a high level of commitment to customer service and satisfaction. Consistently maintains a positive attitude and uses open and honest communication techniques. Leads by example, fostering a commitment to teamwork and continuous improvement to peers and other employees. Accepts responsibility, demonstrates initiative and attention to detail, and projects a professional image consistent with the company's and department's identity, mission and goals.

Qualifications: (Alternate shift may be required)

Bachelor's Degree in Engineering or related field or equivalent experience required. Proficiency with MS Office, SolidWorks and/or AutoCAD required. Minimum 3 years Business and General Aviation aircraft modifications experience or related business and/or engineering experience preferred. Previous experience working with the FAA preferred. Proficiency with Catia 5 and Enovia Smarteam PDM/PLM preferred. **Positions will close upon selection of a qualified candidate.**

NOTICE

All positions are full time unless otherwise noted. Actual starting pay rates are dependent upon the skill and experience level of the applicant. Employment is contingent upon a negative result on a pre-employment drug test. As an Equal Opportunity Employer, Duncan Aviation encourages applications from women, minorities, and the disabled. If you require an accommodation to apply or interview for any position, please contact the Human Resources office. Our office hours are 8:00am-4:30pm, Monday through Friday. Please allow at least two weeks after the closing date of a vacancy before checking on the status of your application. We will contact you to inform you of the status of your application as soon as the hiring manager has reviewed all applications submitted.