

**Job Title:** Aircraft Maintenance Technician  
**Department:** Reading Jet Center/ Reading Jet Maintenance  
**Reports To:** Director of Maintenance/FAA Accountable Manager  
**Directly Supervises:** N/A

The Reading Jet Center is a first class FBO facility with qualified maintenance staff, complimentary concierge services, private facilities for crew members, competitive jet fuel pricing, and hangar services. Our friendly and experienced FBO staff provides superior customer support to private and business aviation clientele. As a part of RJC, Reading Jet Maintenance is a Title 14, Part 145, Certified Repair Station which provides maintenance, preventative maintenance, repairs and alterations to Class 3 rated aircraft and others listed on its Capabilities List.

**Duties include, but are not limited to:**

- Work under the supervision of certified RJM technicians to repair, maintain and assess aircraft.
- Document details of work done on aircraft as required by the FAA.
- Ability to use tools, such as, but not limited to, wrenches, socket sets, pliers, drills, hammers, punches, files and screw drivers.
- Assist in maintenance and preventative maintenance of grounds, buildings and ground support equipment.
- Availability to work annual events and occasional days and times outside of the normal schedule.

**Physical Requirements:**

- Ability to sit and/or stand for long periods of time, bend, twist, kneel, lift up to 50lbs and climb a ladder.
- Must be at least 18 years of age.
- Finger dexterity, operation of motor vehicle, manage multiple tasks/projects, close attention to detail and adapt to ever changing work environment.
- Must possess a valid driver's license.
- Operational vehicle to commute to/from work.
- Ability to successfully pass pre-employment drug screen, physical examination, breath alcohol test, audiogram analysis and visual exam as well as random drug and alcohol screenings as required by the FAA.
- Read, write and understand the English language.

**A well-rounded, quality candidate will possess the following skills:**

- Superior communication and organization skills.
- Ability to adapt to a fast-paced working environment.
- Astute attention to detail both written in manuals and verbally from supervisors.
- Adopt and implement RJC/RJM practices into day-to-day departmental operations.
- Accepting of change at any time.
- Aware of, and able to accurately convey status of, multiple tasks relative to deadlines.
- Clear, concise and accurate communication with internal and external customers.
- Positive attitude.

For further information about our company please visit our website at [www.readingjetcenter.com](http://www.readingjetcenter.com).

The Reading Jet Center and Reading Jet Maintenance are equal opportunity employers. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.