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Job Description Title : **Assembly / Installation Technician**  
Department : Interior Completions - Installation  
Reports to : Crew Leader, Interior Completions - Installation

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### **General Accountability**

Safely, and efficiently install all seats, sidewalls, TV's, appliances, galleys, lavatories, etc., into refurbished or green completion aircrafts in accordance with the instruction of the Crew Leader, as well as, any/all governing body's regulations. The responsibilities also include aircraft interior disassembly, modification, and assessing repairs, removals, and installations.

This position requires all the various skills needed to build or modify a cabin interior. In addition, interior technicians must perform with a high attention to detail not only for the purposes of appearance and ergonomics, but also for safety.

### **Specific Accountabilities**

- Removal, disassembly, cleaning, inspection, repair, modification, refurbishment, and installation of aircraft interior and its associated components
- Work both in an aircraft cabin and in a shop
- Familiar with the function, operation and safety requirements of aircraft passenger support systems
- Removal, breakdown and re-installation of seats, carpets, interior paneling, windows, galley, lavatory modules, insulation and sound proofing systems
- Maintain oxygen, water, waste, entertainment systems, emergency systems and equipment

### **Other responsibilities include:**

- 1) Report to your workstation for your regularly scheduled shift(s) prior to your start time.
- 2) Meet with Crew Leader to receive specific task:
  - Ask questions to obtain clarity on Crew Leader's expectations (quality & timing)
  - Complete assigned work in compliance with aircraft completion drawings, specifications, and specification deviation index when applicable, in accordance with Crew Leader's instructions.
  - When task is complete, have your Crew Leader sign off and accept the next task.
    - *If your Crew Leader states that the job is incomplete or does not meet quality requirements; inquire what FCC expectations are and which specific area(s) require rework. Ask for clarification to ensure understanding.*

- 3) Request, and obtain from your Crew Leader all necessary documentation (drawings, work scope, task cards/snags), to perform task(s).
- 4) Ask your Crew Leader for clarity of any uncertainties, or discrepancies in regards to drawings, completion specification information and any other instruction given.
- 5) Inform Crew Leader of any necessary tools, equipment and supplies needed to perform task(s) (including items from stores).
- 6) Report to Crew Leader on:
  - Progress of assigned task
  - Discrepancies – any variable that will negatively affect the quality & timing of task(s)
  - Recommendations.
- 7) Completely fill out timecards **daily** by making sure that the snag/task card information is correct.
- 8) Complete task cards as soon as task is completed (within 24 hours unless drawing/specification is not available).
- 9) Other duties assigned by Crew Leader/Supervisor/Manager.
- 10) Works in compliance with all Administrative, Health & Safety policies and procedures as per legislative requirements and as outlined in Company policies.

### **Working Conditions**

- Regular periods during which physical effort is required, e.g., walking standing, stooping, climbing, lifting material or equipment, some of which may be heavy or awkward.
- Exposure to factors such as temperature variations/extremes, fumes, moving machinery, humidity, and materials which can cause periods of discomfort.
- Occasional / frequent need to give concentrated attention, with one or two senses at a time, where stimuli are changing.
- Occasional indirect and direct pressure from deadlines, production quotas, accuracy or similar demands.
- Work in confined spaces and elevated heights when required.

### **Educational Background and Experience Requirements**

- Secondary school diploma required. Completion of College/CEGEP/technical training in a related field preferred.
- Minimum one year of transferable skills from one or more of the following technical disciplines: mechanical, woodworking, machining, construction, tooling, electrical, assembly.

### **Skills/Competency Requirements**

- High attention to detail for the purposes of appearance, ergonomics, and safety.
- Proven technical and mathematical aptitude.

- Ability to interpret engineering drawings and technical instructions.
- Ability to understand and follow direction with minimal supervision.
- Proven ability to communicate effectively orally and written.
- Ability to trouble-shoot and problem solve.
- Positive attitude and willingness to learn.
- Ability to work independently and in a team environment.

*Please note: The above statement reflects the general details considered necessary to describe the principal functions of the job identified and shall not be considered as a conclusive description of all work required in the job.*