

# Job Description



**Job Title:** Composite Technician

**Department:** Operations

**Reports to:** Team Leader

## **JOB DESCRIPTION**

### **A. Purpose and Scope**

To perform high quality composite repair / manufacturing while maintaining safety and productivity. To continually increase knowledge and proficiency in the field of composites. Carry out composite repairs / manufacturing in accordance with company technical data, policies and procedures.

### **B. Responsibilities**

- Carry out composite repair and / or manufacturing.
- Read and understand technical data provided with work order before beginning task.
- Read and understand work order operations before beginning task. Follow work order operations.
- Provide recommendations for improving task procedures and work orders.
- Ensure materials used on job match the lot numbers issued and have any inconsistencies corrected.
- Sign off work order at every operation as the operations are completed.
- Operate oven, hot bonder and various other power tools.
- Follow applicable in house processes (COMPS) for procedures being carried out.
- Perform on-site repairs/rework.
- Ensure personal work area is clean and organized, leave communal work areas clean.
- Know and follow Comtek Health and Safety manual at all times.
- Perform housekeeping duties as assigned by Supervisor.
- Assist in damage evaluations.
- Share knowledge and experience with other technicians when directed by Supervisor.
- Participate in repair scheme and tooling development.
- Carry out and document in-process and final Q.C. conformity inspections and tests in accordance with relevant technical data, within delegated scope of inspection.
- Complete and authorize certificates of conformity after completing final Q.C. inspections and tests on behalf of Comtek, within delegated scope of inspection.
- When required additional roles and responsibilities may be assigned at the discretion of the Team Leader.

### **C. Organizational Relationships**

- The position will involve frequent interaction with Director, Operations, Team Leaders, Lead Hands, Engineers, Technologists, Other Technicians, Inventory Clerk and Quality Assurance personnel.

## **JOB REQUIREMENTS**

### **A. Academic Qualifications**

- Successful completion of Grade 12 or equivalent.
- Diploma or Certificate from College / University program related to Aviation Structures Technician encompassing Advanced Composite Structural Repair and / or Design preferred.
- Transport Canada Aircraft Maintenance Engineer structural license would be a definite asset.

### **B. Training**

- Quality Control delegation requires additional training as set out by the Quality Assurance department.

### **C. Experience**

- Previous experience in a composite manufacturing preferred

### **D. Managerial Experience**

- None required.

### **E. Skills**

- Must be able to speak, read, write and understand English
- Willing and quick to learn new things.
- Ability to work independently and as part of a team.
- Strong work ethic and drive to produce or repair a high quality part.
- Strong communication skills are vital to the success of this position; this includes verbal, written, and listening skills.
- Ability to adapt to change in a rapidly growing environment.
- Flexibility at handling different tasks simultaneously.
- Ability to identify problems in the work environment and come up with solutions.
- Positive and optimistic outlook towards work and others.