

Drukair

JOB DESCRIPTION

JOB TITLE/POSITION	:	Technical LIBRARIAN
DEPARTMENT/SECTION	:	ENGINEERING
LEVEL	:	M13
REPORTS TO	:	TECHNICAL SERVICES SUPERVISOR
PURPOSE	:	The TLB is responsible to the TSS, primarily for maintaining the Library and TLB shall be responsible for the following:

RESPONSIBILITIES:

Daily

- a. Maintain a computerized register for all incoming and outgoing publications. A hard copy of the Register should also be available.
- b. All publications should be submitted to the TSS for review prior to filing or forwarding to different division/section.
- c. Ensure that all manual revisions are promptly and correctly incorporated and all manuals are kept current.
- d. Maintain Library inventory with location for easy access.
- e. Ensure all technical documents are received and dispatched to holders as per procedure.
- f. Maintain proper house-keeping in the library.
- g. Maintain loan register to keep track of loaned items.
- h. Ensure the revisions are received on time and initiate communication with the vendor and freight forwarder whenever required.
- i. All Tech pub acknowledgement and receipt should be mailed, faxed and filed.
- j. The Librarian shall receive all Airbus electronic documentation and record them with data and revision number.
- k. Shall report the receipt of all electronic documents to EM/TSS for necessary revision updates to the computer system.

- l. Register with all the aircraft component portals for access to vendor technical documents.

Weekly

- a. Download the list of AD's published in EASA website in the last seven days every Tuesday and Thursday. Hand over the list to TSE to highlight the AD's applicable to DRK and then get it verified by EM.
- b. Upload the details of the AD in MIS. Print a copy of the applicable AD to DRK and hand over to EM for further assessment. Upload a copy in the MIS.
- c. Download all applicable SB, SIL from airframe and engine web portals every Monday and hand over to TSS/TSE for evaluation.
- d. Upload the details and a copy of SB/AD and in MIS.
- e. Scan all the Maintenance Records and Maintain Soft copy of the records.
- f. Check that the spare Tech Log Book issued to the Maintenance for each aircraft has not been used. When the spare log book has been used, issue the Log book with the next sequence number to the MS.
- g. Print DI and Pre-flight & Transit Forms and put in the respective aircraft folders maintained with MS.

m. Monthly

- n. Download Airn@v & SRM from airbus portal as and when published and get it verified by TSS. Then hand over to TSO for uploading on the maintenance computers.
- o. Download CFM N@vgo (ESM,IPC,SPM) from CFM portal as and when published and get it verified by TSS. Then handover to TSO for uploading on the maintenance Computers.
- p. Download PWC AMM & IPC from PWC portal and get it verified by TSS. Then hand over to TSO for uploading on the maintenance Computers.
- q. Update Aircraft Mod Book get it verified by TSS/TSE and signed by EM.
- r. Update Engine, APU and Propeller Log Bok, get it verified by TSS/TSE and signed by EM.
- s. Assist TSE in preparing monthly reliability report.

**REQUIRED
QUALIFICATIONS
(Competencies)**

QUALIFICATION: CLASS 12 PASS

Skills: GOOD COMPUTER KNOWLEDGE IN XL & WORD.

GOOD KNOWLEDGE ON MAINTENANCE INFORMATION SOFTWARE

GOOD DOCUMENTATION KNOWLEDGE IN RECORD KEEPING

LIBRARY MAINTENANCE SKILL

GOOD COMMUNICATION SKILLS

HUMAN FACTORS KNOWLEDGE

BASIC AIRCRAFT KNOWLEDGE