 CLARK INTERNATIONAL AIRPORT CORPORATION	Doc. Code: c/o QMS DDC
	Effectivity Date: 01 June 2011
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POSITION TITLE: ASSISTANT MANAGER	Page: 1 of 2

Assistant Manager

AVIATION ENGINEERING DEPARTMENT

POSITION TITLE : **DEPARTMENT ASSISTANT MANAGER**

JOB LEVEL : **JL 11 +**

IMMEDIATE SUPERVISOR : **DEPARTMENT MANAGER**

POSITION SUMMARY:

To administer the day-to-day activities of the Department and submit recommendations to the Manager with regards to policies and systems necessary for efficient and effective operations of the Department.

TASKS AND DUTIES:

1. Supervises the daily operations of the Aviation Engineering Department to provide efficient service and support to DMIA in the field of Civil, Electronics & Communications, Electrical, and Mechanical Engineering and Maintenance.
2. Administers the day-to-day activities of the Department in line with set objectives and corporate goals.
3. Ensures that all the logistics requirements of the various sections are met to improve the efficiency of airport operations in support of the department goals and corporate objectives.
4. Ensures the efficient utilization of resources and system availability in order to minimize unnecessary breakdown and equipment downtime.
5. Makes regular appraisal of all airport equipment and facilities being maintained by the department to improve their reliability and efficiency.
6. Drafts and implements preventive maintenance programs on all airport related equipment and facilities in coordination with section chiefs.
7. Coordinates productively and harmoniously with other Department personnel and Locators in line with airport related programs for improvement and development to meet corporate objectives.
8. Renders engineering assistance to current and prospective locators and investors within the Civil Aviation Complex.
9. Consolidates and evaluates the weekly and monthly reports of the aviation engineering sections.



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10. Prepares the department's annual budget and ensures proper control of expenditure to the minimum.
11. Prepares, consolidates and reviews the weekly and monthly accomplishment report of the department.
12. Recommends disciplinary action against erring subordinates.
13. Performs the duties and functions of the Department Manager in the latter's absence.
14. Performs other duties as maybe assigned by the Department Manager and VP – Operations Group.


QUALIFICATION STANDARDS:

1. Must be a Licensed Engineer.
2. Must have some Masters degree unit or more than 5 years work experience in the field of engineering, management, aviation / airport related sciences, public administration or relevant field/profession.
3. Must be a Filipino citizen, 60 years and below.
4. Must be of good health.
5. Must be of good moral character.
6. Must be recommended by the VP – Operations Group and approved by the President and CEO.

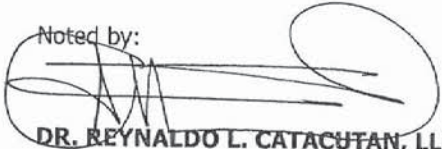
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VP - AOMG