**GENERAL MANAGER**

The duties and responsibilities of the General Manager include, but are not limited to, the following:

* It is the duty of the General Manager to plan, direct, layout, and coordinate the activities of all departments within Kings Avionics, Inc. so as to minimize delays and increase production and efficiency.
* Training and assisting his subordinates in proper procedures, methods, and practices to be followed in the performance of their department functions in order that it complies with all applicable Code of Federal Regulations (CFR's), and technical data approved by the administrator.
  + The Training Program consists of factory and on-the-job training scheduled as required by the General Manager for Kings Avionics, Inc. technical and key personnel. Such training shall be recorded in the company computer system.
* Maintaining all equipment in a serviceable and working condition, and ensuring that Kings Avionics Inc. is kept clean and orderly.
* Ensuring that the responsible technician properly executes all necessary work records.
* Ensuring the proper handling of all parts and appliances in the repair process, and after completion.
* Initiating requisitions for stock and materials required in repair station operations.
* Conducting meetings in support of the Repair Station Quality Assurance/Continuing Analysis and Surveillance (C.A.S.) Program, as detailed in the Quality Control Manual.