

Vacancy Announcement

DATE: October 31, 2018
TO: All Qualified Applicants
FROM: Human Resources
RE: Maintenance Controller
LOCATION: Palmer, Alaska
CLOSING DATE: Open Until Filled

This announcement is for a Maintenance Controller with Ravn Air Group. This position reports to the Maintenance Operations Manager for Ravn Connect and is responsible for monitoring and reporting operational readiness of Company aircraft. The successful candidate must have a current airframe and powerplant (A&P) certificate from the FAA, in addition to at least two years of experience in maintenance management.

This is a non-exempt, full time, benefits-eligible position. Position typically works four 10-hour days per week in Palmer, however overtime may be required as dictated by business needs and with management approval.

Minimum Qualifications

- High School Diploma/GED required, college education is preferred;
- A current and valid A&P certificate and a minimum of two years of maintenance management experience;
- Excellent computer skills, including Word and Excel and database software;
- Effective oral and written communication skills;
- Strong record-keeping abilities and excellent organizational skills;
- Must be able to lift and/or maneuver up to 50 lbs.;
- Able to manage multiple priorities in a fast-paced environment;
- Requires a strong safety awareness and the ability to adhere to Safety Management Systems (SMS);
- Able to pass a comprehensive background check;
- Comfortable working in an airport environment around odors and sounds typically associated with operating aircraft.

Duties & Responsibilities

- Monitor and report operational readiness of Company aircraft;

- Provide airworthiness release (AWR) authority to Maintenance Bases as required;
- Review routine and non-routine maintenance paperwork for accuracy and completeness;
- Provide technical support as required;
- Maintain an open line of communication with the Maintenance Bases regarding all maintenance matters;
- Maintain an open line of communication with Management regarding all maintenance matters;
- Assist Maintenance personnel with information concerning Parts support;
- Data entry for Continuous Analysis and Surveillance System (CASS);
- Promote the Company safety culture;
- Other duties as assigned and within the scope of this position.

ALL INTERESTED PERSONS ARE ENCOURAGED TO SUBMIT A CURRENT RESUME AND COMPLETED EMPLOYMENT APPLICATION TO RAVN AIR GROUP VIA EMAIL, FAX, OR BY MAIL:

Email: jobs@flyravn.com

Fax: (800) 616-5081

Mail: Ravn Air Group, Human Resources, 4700 Old International Airport Road, Anchorage, AK

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