

Vacancy Announcement

DATE: November 27, 2018
TO: All Qualified Applicants
FROM: Human Resources
RE: Director of Production Control
LOCATION: Palmer, Alaska
CLOSING DATE: Open Until Filled

This announcement is for a Director of Production Control with Ravn Air Group. This position reports to the Vice President of Maintenance for Ravn Connect and is responsible for overseeing the maintenance-planning department to ensure all maintenance activities are completed as scheduled. The successful candidate must have a valid Airframe and Powerplant (A&P) certificate, strong leadership experience, and the ability to work with multiple departments to achieve operational goals.

This is an exempt, full time, benefits-eligible position. Position typically works Monday through Friday in Palmer, however overtime may be required as dictated by business needs.

Minimum Qualifications

- Must meet all qualifications for the position as listed within CFR 65.71, 65.83;
- Must have a current A&P certificate and must have six years' experience planning and supervising aircraft maintenance;
- High School Diploma/GED required, college degree is highly preferred;
- Prefer previous work experience in an environment with variable conditions related to extreme cold weather climates;
- Must be able to work a flexible work schedule with overtime required when the operation dictates;
- Be knowledgeable of the Maintenance Program, Policies and Procedures including applicable provisions of CFR's;
- Exceptional communication skills are required;
- Must have a professional appearance and demeanor;
- Requires attention to detail and accuracy at all times;
- Proficiency with computers and Microsoft Office Suite (Outlook, Word, Excel, and PowerPoint) is required;
- Requires attention to detail and accuracy at all times;

- Have a valid driver's license;
- 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 flight times/cycles to ensure they are in line with ALKYM and the maintenance program;
- Oversee the activities of the planning department to ensure company goals are met;
- Track and record maintenance cancelations and delays daily;
- Work closely with the Maintenance Operations Manager, Maintenance Control, and the Maintenance Manager to ensure the maintenance plan is carried out. Discuss delays, staffing concerns, and parts shipments;
- Ensure availability of adequate parts, materials and consumable items for both scheduled and unscheduled maintenance; ensure proper handling of parts while in the repair process and when work is complete;
- Act as a liaison between Production and Quality Assurance;
- Keep Vice President of Maintenance informed on activities and aware of any delays;
- Administer and apply standards, policies, and procedures that are established by the General Maintenance Manual and the employee handbook;
- Identify and report any deviations to the Maintenance Program Manuals immediately to the VP of Maintenance and Chief Inspector for examinations;
- Train, supervise, and evaluate staff;
- 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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