

## **Vacancy Announcement**

**DATE:** January 1, 2019  
**TO:** All Qualified Applicants  
**FROM:** Human Resources  
**RE:** Maintenance Planner  
**LOCATION:** Palmer, Alaska  
**CLOSING DATE:** Open Until Filled

**This announcement is for a Maintenance Planner with Ravn Air Group. This position reports to the Director of Production Control for Ravn Connect and is responsible for monitoring, scheduling, and coordinating compliance of all maintenance programs. The successful candidate must have a valid A&P certificate, strong leadership experience, and the ability to work with multiple departments to achieve operational goals.**

**This is a non-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, and hold a current A&P certificate;
- Must have 2 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**

- Forecast and coordinate the scheduling of both short term and intermediate maintenance requirements on company aircraft;
- Communicate with the Operational Control Center (OCC) department to effectively and efficiently route company aircraft ensuring the timely compliance of all short-term aircraft maintenance requirements;
- Develop and maintain major visit plans and schedules for Heavy Maintenance Visits, Paint Lines, Mod Lines, Project Authorizations, and major component plans;
- Works directly with the OCC and Maintenance Control Center (MCC) adhering to all company aircraft routing policies and procedures;
- Develop and maintain Visit Packages and Hangar Work Orders for all scheduled maintenance tasks utilizing the company computerized maintenance system (Alkym);
- Monitor all MEL and Deferred Maintenance Items coordinating the timely compliance with MCC, Line Maintenance, and Material activities;
- 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](mailto:jobs@flyravn.com)**

**Fax: (800) 616-5081**

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

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