

## **Vacancy Announcement**

**DATE:** January 1, 2019  
**TO:** All Qualified Applicants  
**FROM:** Human Resources  
**RE:** Maintenance Supervisor  
**LOCATION:** St. Mary's, Alaska  
**CLOSING DATE:** Open Until Filled

**This announcement is for a Maintenance Supervisor with Ravn Air Group. This position reports to the Manager of Maintenance Stations for Ravn Connect and is responsible for managing maintenance personnel at their respective maintenance base. 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 an exempt, full time, benefits-eligible position. Position typically works a rotational two-week schedule in St. Mary's, however overtime may be required as dictated by business needs.**

### **Minimum Qualifications**

- Must meet all qualifications for the position as listed within 14 CFR 119.67(b), or as otherwise accepted by the FAA administrator;
- 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**

- Responsible for managing maintenance personnel scheduling relative to the needs of the company;
- Manages the inspection and maintenance process and to ensure that the company aircraft are returned to service in a safe and airworthy condition;
- Manages any personnel issues regarding workplace and scheduling;
- Supervise all Maintenance Personnel at the respective maintenance base;
- Determine the best use of manpower and subsequently create, manage and maintain appropriate maintenance shifts;
- Approve vacations for maintenance personnel;
- Be responsible for the control of overtime policy and accountability;
- Act as Liaison between Maintenance Personnel and the Director of Maintenance;
- Administer and apply standards, policies and procedures that are established by the General Maintenance Manual;
- Perform maintenance planning for upcoming inspections and ensure parts availability;
- 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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