

Vacancy Announcement

DATE: January 28, 2019
TO: All Qualified Applicants
FROM: Human Resources
RE: Manager of FOQA Systems
LOCATION: Anchorage, Alaska
CLOSING DATE: Open Until Filled

This announcement is for a Manager of Flight Operational Quality Assurance (FOQA) Systems with Ravn Air Group. This position reports to the Director of Flight Safety and is responsible for overseeing FOQA systems, both hardware and software, as well as data collection and retrieval, data security, and data protection. The successful candidate will have a private pilot license, strong computer skills, and the ability to maintain a high level of confidentiality.

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

Minimum Qualifications

- High School Diploma or GED (college graduate preferred);
- Private pilot license required (commercial or multi-engine is highly preferred);
- Avionics experience or an airframe and powerplant (A&P) certificate preferred;
- Proficient with Microsoft Excel and Word programs;
- Must be detail oriented and strive for the highest level of accuracy;
- Must be able to maintain the highest level of confidentiality;
- Ability to prioritize multiple tasks;
- Able to work with minimal supervision;
- Must have a professional appearance and demeanor;
- 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 overseeing FOQA systems, both hardware and software, as well as data collection and retrieval, data security, and data protection;
- Provides administrative support to the FOQA Management Team (FMT) but is not a voting member of the FMT;
- Ensures any identifiable data of FOQA events remains strictly confidential, and ensures identifiable data is not communicated to anyone other than the FOQA Gatekeeper;
- Organizes and distributes monthly FOQA event reports;
- Maintains the FOQA facilities (e.g., organization and security, updating controlled documents, storage, and retrieval of reports);
- Coordinates the identification, review, and analysis of FOQA Program information and ensures its validity;
- Maintains and secures trend and event databases;
- Works with the FMT members to select, acquire, install and monitor all technology;
- Conducts validation and analysis of flight and event data;
- Ensures data obtained from airborne data acquisition equipment is processed;
- Oversees recordable media handling procedures;
- Uses Flight Data Analysis Services to troubleshoot and diagnose errors due to equipment and recording problems;
- Develops and refines logistical procedures for extracting and transmitting recorded data into analysis hardware – including overseeing and tracking the removal of media that contains recorded flight data;
- Ensures the proper functioning of all recording hardware, software, animation software and associated peripherals, and coordinates with vendors to troubleshoot and diagnose problems;
- Assists the FOQA Program Manager and FMT members with the development of FMT meeting slides, minutes, reports, and published materials to be distributed to stakeholders or be used in training;
- Attends monthly FMT meetings;
- Prepares weekly, monthly, and quarterly slides of aggregated FOQA data for use in Company safety meetings, presentations, and publications;
- Oversees the selection, acquisition, installation, and monitoring of all technology and system hardware;
- 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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