

## **Vacancy Announcement**

**DATE:** February 5, 2019  
**TO:** Qualified Applicants  
**FROM:** Human Resources  
**RE:** Maintenance Controller  
**LOCATION:** Anchorage, Alaska  
**CLOSING DATE:** Open Until Filled

**This announcement is for a Maintenance Controller with Ravn Alaska/ Corvus Airlines. This position reports to the Maintenance Planner and directs course of actions, ensuring Corvus Airline's aircraft are maintained with the highest possible standards ensuring a safe, economical, and on-time operation. The successful candidate must have a valid airframe and powerplant (A&P) certificate, the ability to follow established policies and procedures, and be capable of working in a fast-paced environment.**

**This is a non-exempt, full time, benefits-eligible position. Position is in Anchorage, with a 4X10 work schedule, however overtime may be required as dictated by business needs and with management approval.**

### **Minimum Qualifications**

- High School Diploma/GED required;
- Must have a valid FAA airframe and powerplant (A&P) certificate;
- Current knowledge of Dash 8-Q100 systems, in addition to knowledge of the Ravn Alaska Maintenance department's work practices and procedures - or the ability to readily acquire;
- Capable of practicing safe work habits/procedures and effective maintenance practices;
- Ability to prioritize and successfully manage multiple projects/deadlines simultaneously in a stressful environment;
- Excellent verbal and written communication skills;
- Foundational understanding of aircraft line maintenance and its impact to the Company;
- Proficient in Microsoft Office suite (Word, Excel, Outlook, and PowerPoint)
- Ability to troubleshoot aircraft maintenance issues and provide solutions;
- 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**

- Promote and manage adherence to aircraft operational and maintenance schedules;
- Responsible for determining the priority of maintenance action;
- Maintains control, directs and provides technical support for all Maintenance personnel in complying with line maintenance actions;
- Participate in the Ravn Operational Control Center (ROCC) teleconference and weekly meeting, providing analysis of maintenance issues and delays;
- Verify that return to service paper work performed by contractors meet the Company General Maintenance Manual (GMM) requirements;
- Responsible to keep maintenance software programs (Aircraft) status up-to-date and expected availability for all aircraft undergoing maintenance;
- Maintain a log of activities and irregularities by way of a daily Maintenance Control Summary, and the complete and accurate entries on the summary;
- Participate with the Maintenance Planner concerning long- and short-term maintenance planning, writes or amends nightly Maintenance Plan in the absence of the Maintenance Planner;
- Promotes 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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