

Vacancy Announcement

DATE: April 12, 2019
TO: All Qualified Applicants
FROM: Human Resources
RE: Controlled Component Planner
LOCATION: Anchorage, Alaska
CLOSING DATE: Open Until Filled

This announcement is for a Controlled Component Planner with Ravn Air Group. This position reports to the Ravn Alaska Inspection Manager and is responsible for short and long range planning of removed components sent to approved vendors for completion of various tasks to comply with the maintenance program. The successful candidate must have a valid FAA Airframe and Powerplant (A&P) Certificate, along with at least three years of experience maintaining heavy turboprop aircraft, and the ability to promote safe work practices.

This is a non-exempt, full time, benefits-eligible position. Position works four 10-hour days in Anchorage to include holidays and weekends. Overtime may be required as dictated by business needs.

Minimum Qualifications

- Requires valid FAA Airframe and Powerplant (A&P) Certificate;
- Must have a minimum of three years documented experience in maintaining aircraft in same category and class operated by Ravn Alaska;
- The ability to read and understand the Ravn Alaska Continuous Airworthiness Maintenance Program (CAMP), General Maintenance Manual (GMM), and Time Limits Manual (TLM);
- Must have good organizational abilities and strong decision-making skills
- Requires the ability to communicate effectively;
- Proficiency with computers and Microsoft Office Suite (Outlook, Word, Excel, and PowerPoint) is required;
- Promote and display safe work habits/procedures and effective maintenance practices;
- A high attention to detail and a high degree of organizational skills are a must;
- 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 short and long range planning of removed components sent to approved vendors for completion of various tasks to comply with the maintenance program;
- Responsible for designing work scopes, to include all tasks that are coming due in Alkym, being added to vendor repair orders;
- Responsible for designing in house work orders with all tasks required to ensure airworthiness of part being repaired;
- Responsible for closing in house work orders prior to receiving inspection;
- Coordinates with Manager of Purchasing and Stores to ensure timely shipment of parts for repair to obtain priority turnaround times;
- Coordinate with the Director of Quality Control (DQC) regarding inspections, life limited, and time controlled items;
- Coordinate with the Director of Product Reliability (DPR) regarding component reliability requirements;
- Coordinates with Parts Receiving Inspector to ensure all Work Scope tasks are completed and closed when receiving from vendor;
- Responsible for promoting identification and reporting of safety hazards in the work environment or when confronted with an unsafe situation. Promotes a positive Safety Culture with co-workers and supports the maintenance organization in compliance with Safety Management System (SMS);
- 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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