

Vacancy Announcement

DATE: May 15, 2019
TO: All Qualified Applicants
FROM: Human Resources
RE: Aircraft Maintenance Supervisor
LOCATION: Palmer, Alaska
CLOSING DATE: Open Until Filled

This announcement is for an Aircraft Maintenance Supervisor with RavnAir Group. This position reports to the Vice President of Maintenance for RavnAir Connect and is responsible for managing maintenance personnel at their respective maintenance base. The successful candidate must have a valid Airframe and Powerplant (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 Monday through Friday in Palmer, however overtime may be required as dictated by business needs and with management approval.

Minimum Qualifications

- A High School Diploma or GED is required, college degree is highly preferred;
- Must meet all qualifications for the position as listed within 14 CFR 65.71 or as otherwise accepted by the FAA administrator;
- 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;
- 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;
- Supervises all Maintenance Personnel at the respective maintenance base;
- Determines the best use of manpower and subsequently creates, manages, and maintains appropriate maintenance shifts;
- Approves vacations for maintenance personnel;
- Responsible for the control of overtime policy and accountability;
- Acts as liaison between maintenance personnel and the Director of Maintenance;
- Administers and apply standards, policies and procedures that are established by the General Maintenance Manual (GMM);
- Performs maintenance planning for upcoming inspections and ensures parts availability;
- 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 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 RAVNAIR GROUP VIA EMAIL, FAX, OR BY MAIL:

Email: jobs@flyravn.com

Fax: (800) 616-5081

Mail: RavnAir Group, Human Resources, 4700 Old International Airport Road, Anchorage, AK

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