

Vacancy Announcement

DATE: June 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 RavnAir Group. This position reports to the Director of Maintenance for RavnAir Alaska and is responsible for directing course of actions, ensuring company aircrafts 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 typically works four 10-hour days in Palmer, 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 RavnAir 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

- Responsible for ensuring safety is the top priority at the station, stopping any unsafe acts if seen;
- Promotes and manages 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;
- Participates in the Ravn Operational Control Center (ROCC) teleconference and weekly meeting, providing analysis of maintenance issues and delays;
- Verifies 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;
- Maintains a log of activities and irregularities by way of a daily Maintenance Control Summary, and the complete and accurate entries on the summary;
- Participates 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;
- 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 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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