

Vacancy Announcement

DATE: August 19, 2019
TO: All Qualified Applicants
FROM: Human Resources
RE: Quality Assurance Manager (QAM)
CLOSING DATE: Open Until Filled

This announcement is for a Quality Assurance Manager (QAM) for RavnAir Group. This position reports to the Director of Quality Control (DQC) for RavnAir Alaska and is directly responsible to the DQC for audit and approval of Essential and Non-Essential Maintenance Providers that meet the Company's standards for the intended work. The successful candidate will have a valid Airframe and Powerplant (A&P) Certificate, understanding of Continuous Analysis and Surveillance (CASS) processes, and experience with type of aircraft operated by the Company.

This is a non-exempt, full time, benefits-eligible position. Position typically works an irregular schedule in Anchorage, to include evenings, weekends, and holidays, if necessary.

Minimum Qualifications

- High School Diploma/GED required, college degree is highly preferred;
- Hold a current FAA mechanic certificate with both an Airframe and Powerplant (A&P) rating;
- Must have experience on equivalent type of aircraft operated by RavnAir Alaska;
- Good understanding of the regulations concerning the use of contractors and to include the certification of FAA repair stations;
- Must understand Continuous Analysis and Surveillance (CASS) processes and their application to aircraft maintenance operations;
- Skills in accomplishing audits on behalf of an organization are desirable;
- Previous CASS certification is desirable;
- Possess good administrative skills supporting written correspondence and communication;
- Must be familiar with Aviation Fuel Quality Standards;
- 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 directing Trend Analyst in actions supporting CASS statistical development and sets the schedule for the Trend Analyst to assure coverage of daily delays and cancellations;
- Has authority to schedule audits or direct audits to be accomplished with or without notice, and demand evidence related to any standard or findings (the QAM's findings are defined as a process measurement);
- Directly responsible to the DQC for audit and approval of Essential and Non-Essential Maintenance Providers that meet the Company's standards for the intended work; all work will be assessed to comply with Company Continuous Airworthiness Maintenance Program (CAMP) requirements;
- Creates and maintains the Maintenance Provider Listing under the authority of the DQC which will show the current status of each Maintenance Provider;
- Accomplishes internal audit of the RavnAir Alaska CAMP and assures at least an annual review of the 10 required CASS elements required by the CAMP;
- Responsible for the operation of the Company CASS program, serves as a CASS Board member, and supplies input to the CASS Board, as applicable;
- Ensures follow-up correction of findings which are contrary to Federal Aviation Regulations (FAR) and/or Company policies and procedures;
- Maintains Essential Maintenance Provider on-site audit and provides Essential and Non-Essential Maintenance Providers with concerns or suggestions which do not require follow-up; maintains Non-Essential Maintenance Provider mail-out audit forms to ensure currency of Maintenance Provider capabilities as well as general information;
- Distributes electronic copy of the Company General Maintenance Manual (GMM) to each Essential Maintenance Provider;
- Provides mail-out audit and correspondence records for Non-Essential Maintenance Providers;
- Accomplishes surveillance through the use of Quality Assurance supporting CASS assessments for determination of maintenance program effectiveness; direct the issue and corrective action for findings made as a result of surveillance findings;
- Maintains a distribution record of all Manufacturer's repair data and updates Technical Manual Revision Status database as required;
- Provides the divisional Director of Maintenance (DOM), DQC, FAA Primary Maintenance Inspector (PMI), and Stores Manager with a current list of Company approved Essential and Non-Essential Maintenance Providers;
- Manages, maintains and has overall responsibility for the Fuel Quality Assurance and Operations Program;
- Responsible for promoting identification and reporting of safety hazards in the work environment or when confronted with an unsafe situations; 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 RAVNAIR GROUP VIA EMAIL, FAX, OR BY MAIL:

Email: jobs@ravnairgroup.com

Fax: (800) 616-5081

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

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