



Aircraft Records & Planning Technician

Flair Airlines Ltd. is a charter airline providing customized charter service to a variety of markets including workforce transportation, niche tours and special charters. We are currently recruiting for a full-time *Aircraft Records & Planning Technician* to join the Maintenance team at our base in *Kelowna, BC (YLW)*.

Reporting to the Records and Planning Manager or designate, the Aircraft Records and Planning Technician is responsible to maintain all aircraft records, coordinate and schedule all maintenance activities on company aircraft, engines, components, and to update documents to maintain regulatory compliance. The incumbent is responsible to ensure all permitted limits pertaining to aircraft, engine and component life are not exceeded using maintenance tracking software.

The incumbent is expected to work with minimal supervision. Occasional travel may be required to perform the job function. May be required to sit for extended periods of time. Heavy lifting is required. May be required to bend, stretch, stoop, reach, and climb.

Primary Responsibilities:

- Review and validate aircraft time and cycle data, and utilization;
- Collection and review of aircraft maintenance logs, maintenance work indexes and packages. Audit and ensure all data entry is accurate; all discrepancies are corrected and rectified to regulatory standards and are in compliance with all time limited maintenance requirements;
- Review and enter maintenance actions into maintenance tracking system and update relevant aircraft and major components log looks;
- Update and monitor removal and/or installation of all aircraft components and assemblies;
- File, retrieve and maintain hard copies and digital files of maintenance documents, aircraft records (including line and heavy maintenance visit packages) and part certifications;
- Prepare forecasted maintenance report;
- Coordinate and issue all scheduled and requested maintenance, ensuring limits are not exceeded;
- Prepare and compile inspection packages and indexes;
- Ensure personnel, parts, and special equipment are available for scheduled work;
- Liaise with Flight Operations stakeholders for the positioning of aircraft for maintenance;
- Liaise with contracted Aircraft Maintenance Organizations to ensure manpower, parts and tools availability, and work package content is completed; and
- Report proactive and reactive safety issues;
- Conduct assigned tasks and corrective actions;
- Demonstrate knowledge of employee responsibilities regarding safety and actively participate in the company's SMS program; and
- Such other duties as assigned by the Company from time to time.

Knowledge, Skills & Abilities:

- Completion of high school or equivalent;
- Previous direct experience working with aircraft technical records and maintenance planning;
- Previous experience working with an aviation tracking system (RAAS preferred);
- Valid Canadian Driver's License;
- Clear criminal record check;
- Must be able to obtain and maintain an airport security clearance (security pass requires a five (5) year traceable history, clear criminal record, and Canadian citizenship or permanent resident card) as a condition of employment;
- Must be able to lift 40lbs – 50lbs; heavy lifting is required;
- Intermediate level of skill using Microsoft Office Outlook, Word and Excel;
- Ability to work irregular hours or shift work that may include evenings, weekends and holidays, with a schedule that varies;
- Demonstrated problem solving, attention to detail, accuracy and time management skills;
- Ability to prioritize multiple demands in a fast paced environment;
- Strong verbal and written communication skills; including interpersonal communication;
- Demonstrated ability to build effective working relationships with a variety of stakeholders;
- Able to work effectively independently and as part of a team;
- Ability to travel occasionally as required; possibly on short notice;
- Post-Secondary education in a related field (i.e. technical or sciences) is preferred;
- Knowledge of the Canadian Aviation Regulations (CAR's) as they apply to 705 operations is an asset; and
- Knowledge of aircraft parts is preferred.

The successful incumbent will be highly organized with a high level of attention to detail. They will possess excellent verbal and written communications combined with the ability to work in a high stress, fast paced work environment while prioritizing tasks and assignments.

Interested candidates should forward a cover letter and resume no later than January 8, 2016 to careers@flairair.ca. Applications will be reviewed as received.

We wish to thank everyone who applies but only those selected for an interview will be contacted.