

Job Opening:

Maintenance Control Coordinator

Yorkton Aircraft Service Ltd.

Yorkton Aircraft Service Ltd (YAS), located at Hangar #2, Yorkton Airport in Yorkton, Saskatchewan requires a full time, permanent Maintenance Control Coordinator. We are a Transport Canada Approved Maintenance Organization (AMO) specializing in the maintenance and support of agricultural spray aircraft across Canada. We also enjoy serving our loyal General Aviation customers.

As a full service AMO, Yorkton Aircraft leads the Ag air industry in knowledge and customer support. Our brand has strong recognition and daily we work to protect the brand's integrity and deliver on its commitment to the industry. We are a small organization where every team member must work closely together to ensure team success. As we grow our company, we will maintain our family feel and continue the legacy of incredible support.

This is not a company with their own fleet of aircraft. This is a service--based company with a unique business model as an AMO.

Summary of the Job Position

The Maintenance Control Coordinator (MCC) position is very dynamic as it interfaces with every process within our organization. The position requires a highly professional and accountable individual who likes to serve others.

Internally the MCC reports to the Director of Maintenance and assists with planning and maintaining the schedules and goals of the shop. This position assists the technical and purchasing staff in organizing their daily planned work and providing technical record assistance as needed. Another key function is ensuring the documentation and retention of records to prove the AMO's compliance to the Canadian Aviation Regulations. The MCC works closely with administration as well.

Externally, the MCC is most often the initial contact point for customer's needs in their requirement to maintain their compliance with Transport Canada and ensure the airworthiness of their aircraft.

To take on this role, you must have a fascination for detail and organization and be highly accountable. You must be driven to achieve consistent results in a team atmosphere, believe in the commitments of the Yorkton Aircraft brand and care for a large group of customers by standards set by YAS.

We don't maintain fancy King Airs or Lear Jets here. Instead you get to work with tough working, rugged crop spraying planes and fun to fly general aviation planes. Your satisfaction comes with helping numerous operators stay in the air and build their business including bringing new airplanes into Canada, all while guiding the YAS team towards consistent success. This can be a very rewarding, hands-on make a difference career move for the right individual. It is never boring at YAS!

General Purpose / Outline of the Job

- Assist with the work flow and production planning of the AMO.
- Ensure control, accuracy, and maintenance of the AMO's production department in accordance with the Canadian Aviation Regulations and the AMO's policies, procedures and systems.
- Lead the aircraft import program and be main liaison with TC appointed Import Delegate.
- Assist with the enhancement of existing procedures and the development of new processes. Build and deliver related training.
- Support the Director of Maintenance and Quality Manager in regards to their duties.
- Act as the liaison with Transport Canada in the absence of the DOM and/or Quality Manager.
- Competencies for the position include effective communication skills; relationship building; customer service and customer care; planning and organizing; quality (controls, procedures, systems) orientated; regulatory understanding; consistent delivery; strong computer skills; motivated by team, company and brand success. You will be expected to act as a leader in this AMO.

Essential Duties / Responsibilities

- Planning of scheduled maintenance tasks to meet criteria required by maintenance programs and this AMO's policies and procedures
- Ensuring proper coordination of parts to ensure work flow efficiency
- Assist purchasing with technical assistance for part research, applicability and use
- Work with AMS Aircraft Maintenance Module to ensure effective, accurate and clearly defined work goals
- Manage the AMO's maintenance documentation process from customer work authorization through to work completion in preparation for final certification through AMS
- Maintain and continue to build the aircraft maintenance database
- Monitor and advise the DOM of amendments to the Canadian Aviation Regulations
- Prepare various reports for regulatory and administrative purposes
- Manage the retention of the company's technical records
- Manage the technical library
- Oversee the management of the precision tools and equipment
- Assist with managing the organization's various control systems including procedures as delegated by the DOM and the Quality Manager
- Develop process reports and assist with decision making
- Assist with development and delivery of update training on new procedures or technical information
- Apply critical thinking to the processes here and provide feedback and solutions to the DOM in the interest of continual improvement
- Other related duties as assigned

Qualifications and Skills Required

The ideal candidate has previous experience managing relationships, assisting in work flow planning and managing technical records in an aviation environment. You may be an AME that desires to put down the tools and explore another dimension in aviation.

We are prepared to train the right person for this job. Those applying without aviation technical record management experience must be able to prove some previous experience in records related management, particularly in a highly time sensitive and high accuracy capacity.

Ability to learn quickly and be a self-starter will be critically assessed. Our culture is key to our success, you will be assessed for fit.

Additionally we are looking for these qualities and skills:

- Strong communicator
- Displays and maintains a high level of professionalism at all times
- Extremely detail oriented
- Highly organized with strong time management abilities
- Technical aptitude
- Critical thinking skills
- Leadership experience (sound judgement, good decision maker)
- Excellent team player skills
- Relationship building skills
- Customer service, customer care oriented
- Strong communication skills (verbal and technical)
- Administratively oriented
- Strong research skills
- Ability to adapt in a fast paced, every changing environment
- English fluency a must
- Intermediate skill levels in Word and Excel
- A strong understanding of agriculture, particularly grain production

These skills will further enhance an applicant's opportunity:

- Experience working with Aircraft Maintenance System software a big asset
- Previous experience conducting audits a plus
- Aviation knowledge an asset

Working Terms / Environment

- Office is within the main shop area, often exposed to noise etc from maintenance activities
- **Hours:** Monday – Friday 8am – 5pm; our busy season is April through September – additional hours may be required during this time. Some summer vacation is allowed but it is limited; we are family friendly and provide as much flexibility as we can.
- **Travel:** limited

Closing Date: Open until a suitable candidate has been found.

Remuneration: Negotiable

Benefits

- Comprehensive Group Insurance Program, including short term and long term disability following a 3-month probation
- Pension payments based on years of service
- Other company perks

Applying

Thank you in advance for your interest in our position. No phone calls please. Only individuals selected for an interview will be contacted. Apply by email to Cheryl@yorktonaircraft.com.

The City of Yorkton offers affordable housing and a small city environment to raise a family. Agriculture is growing and is fast becoming one of aviation's bright spots. If you were born and raised on a farm or have agriculture roots somewhere, this position will bring you an interesting perspective to Ag and provide unique job satisfaction opportunities.

www.yorktonaircraft.com

Hangar #2 Yorkton Airport

We're There
To Keep YOU
In the Air

