

We are committed to providing a stable, growth-oriented and inspiring work environment that offers opportunities for professional, personal and financial growth. If you are interested in joining a growing team, where **YOU** are our most valuable asset, then MAC is the place for you.

Safety Risk Manager:

POSITION PURPOSE:

The Safety Risk Manager will identify, assess, implement and evaluate all corporate, operational and human processes through safety risk management and change management as part of SMS in order to continuously improve the efficiency and effectiveness of the stated company safety policy and mission. The Safety Risk Manager will assist with managing the company's data collection profile, safety promotion component, and safety training materials. The position will also document, enter, track and maintain certain Safety Management System (SMS) information and records in electronic format through the use of the SharePoint website and company drive. This position will ensure all technical work is completed in a timely manner.

RESPONSIBILITIES/DUTIES:

- Assist in the implementation, maintenance and continuous improvement of the Safety Management System (SMS) throughout the organization.
- Assist with revisions to MAC manuals.
- Assist in monitoring of the safety e-mail inbox, and responses to received e-mails.
- Facilitate hazard identification, safety risk assessment, root cause analysis, and safety risk controls through System Analyses/Safety Risk Assessment and Change Management.
- Ensure completion of departmental corrective actions through the SRM process from findings identified during IEP audits.
- Ensure all SRM forms are filled and completed accurately and correctly, and enter all information into the SMS Database.
- Track, trend and manage pertinent safety risk management data and documentation, and monitor safety risk management related safety objectives and data analysis.
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- Manage safety promotion and publication of periodic Safety newsletters, the Safety Policy and safety posters.
- Assist in the maintenance of the Safety page on the SharePoint website to include:
 - Safety Documents Section
 - Training Materials
 - Industry Safety Links
 - Safety Data Sheet Information
- Track new hire/ transfer/ promotion dates of employees and their SMS training dates.
- Develop and disperse initial and recurrent SMS training materials, and maintain employee SMS training records.
- Develop and disperse initial and recurrent Emergency Response training materials, and maintain backup employee training records.
- Coordinate Safety Review Board Meetings (monthly and ad hoc), develop presentations for SRB meetings, and document meetings appropriately.
- Update information to safety risk management components and documents based on Safety Review Board meeting reviews and decisions.
- Attend Reliability Group and CASS meetings.

- Attend safety programs, conferences and training as applicable.
- Assist with Safety Committee Meetings by providing updates to in progress items.
- Enter and manage pertinent safety risk management data and documentation in the SMS Database.
- Other duties as assigned by the DOS.

QUALIFICATIONS:

- 3-5 years of experience in aviation industry.
- Thorough working knowledge of FAA regulations applicable to Part 121, 135, & 145 operations.
- Thorough working knowledge of Safety Management System principles & 14 CFR Part 5.
- Strong technical writing skills
- Demonstrated ability to assess risk and determine root cause.
- Must have knowledge and experience using Microsoft Office Products: Word, PowerPoint and Excel.
- Excellent oral, written and interpersonal skills and strong presentation skills
- Ability to work with sensitive or confidential information without inappropriate disclosure
- FAA Certificate such as Pilot Certificate or Airframe and Powerplant Certificate (preferred)
- Bachelor's degree in aviation related field (preferred)
- Experience with FOQA and ASAP programs a plus

SPECIAL POSITION REQUIREMENTS:

- Ability to travel to offsite locations (up to 20%)

SUPERVISORY RESPONSIBILITY:

- n/a

TRAINING REQUIREMENTS:

- As required to maintain currency with Federal Regulations and Company Procedures

WORKING CONDITIONS AND PHYSICAL EFFORT:

- Work typically performed in an office environment and uses standard office equipment such as laptop computers, printers, photocopiers, iPads and smartphones.
- However, occasionally work involves moderate exposure to noisy airport ramp conditions and variable weather conditions (when traveling to operating stations for audit purposes).

Mountain Air Cargo, Inc. is an Equal Opportunity Employer. We offer a comprehensive benefits package.