

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.

### **Auditor – Safety & Maintenance**

**POSITION PURPOSE:** This position serves the Company as an auditor conducting internal and external audits for Safety and Maintenance.

#### **RESPONSIBILITIES/DUTIES:**

- Assists in the continuing development of the Continuous Airworthiness and Surveillance System (CASS) and Internal Evaluation Program (IEP)
- Conducts internal and external audits for the Safety and Maintenance departments
- Responsible for the full audit cycle (preparation, contact, conduct, follow-through, closure)
- Identifies hazards and performs risk analysis, root cause analysis, and assists with corrective action development
- Conducts follow-up evaluations, whether scheduled or un-scheduled, as required
- Responsible for updating the required databases with audit information
- Coordinates with the Senior Manager of Safety & Regulatory Compliance on the audit schedule to ensure all required audits are completed at the appropriate time
- Provides auditor training to Level I Company Auditors as required
- Ensures compliance with safety policies and procedures found in Company manuals
- Promotes safety throughout the organization as mandated through Company policies identified by executive management
- Demonstrates on a daily basis a commitment to the continuous improvement of safety throughout the organization
- Provides fuel and deice vendor training
- Other duties as assigned

#### **QUALIFICATIONS:**

- High School Diploma or equivalent
- Previous auditing experience required
- Must have a good command of the English language, both written and verbal
- Prior aviation experience preferred
- Possession of Airman Certification a plus (i.e., A&P Certificate, Pilot certificate, etc.)
- Able to work independently with minimal oversight
- Detail oriented
- Excel and Word skills
- Must possess valid drivers' license and reliable transportation

#### **SPECIAL POSITION REQUIREMENTS:**

- None

#### **SUPERVISORY RESPONSIBILITY:**

- None

**TRAINING REQUIREMENTS:**

- Company and vendor auditing policies and procedures
- Audit Techniques to include preparation, conduct, follow through and closure for internal and external
- Safety Management System (SMS) Principles
- Human Factors
- Appropriate Federal Aviation Regulations (FARs), Advisory Circulars (AC), and FAA 8900.1 Guidance
- Technical writing skills
- Auditing Program orientation

**WORKING CONDITIONS AND PHYSICAL EFFORT:**

- Work performed in an office environment on a daily basis
- Ability to lift up to 50 lbs.
- Frequent travel is possible

Mountain Air Cargo offers a comprehensive benefits package.