

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.

## **Records Supervisor**

**POSITION PURPOSE:** Provides oversight of the Records Department to ensure regulatory compliance for record keeping. Assists in the processing and analysis of final documents used by maintenance, inspection, and operations for safe operation of aircraft under MAC's GMM, AAIP, and CFRs

### **RESPONSIBILITIES/DUTIES:**

- Responsible to the upkeep, storage, and distribution of aircraft records and will assist in the following duties as required and adopted by MAC's GMM. This position requires a high degree of technical competence.
- Maintains a quality system for processing and updating of MAC's maintenance tracking system (CARDEX). Accurate handling and filing of all time controlled airframe, engine, propeller, components, and accessories for aircraft maintained by MAC
- 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.
- Assist in the implementation of program changes and program updates to MAC's maintenance tracking system, developed by or from Company maintenance policies and procedures, reliability, and maintenance. 7. Responsible for major specialty areas of manufacturer's mandatory programs. Independently analyze aircraft records according to applicability, administering, and development of maintenance coding for introduction into CARDEX.
- Assist in the development of the Records Department procedures for implementing changes brought about by changes in maintenance programs and manual requirements.
- Assist in the review of, and analyzes Airworthiness Directives and Service Bulletins received for applicability to MAC's fleet of aircraft, components and appliances.
- Assist in the bridging of outside maintenance programs to MAC's maintenance programs and limitations. 11. Responsible for research of new aircraft against MAC's maintenance programs for hard time components, engines, propellers, appliances, Airworthiness Directives, Service Bulletins, inspections, and type certificate data sheets. Collect all required records to meet conformity checklists.
- Reviews and approves CARDEX entries for accuracy, including but not limited to, scheduled inspections, hard time component tracking and Airworthiness Directive compliance.
- Complete special projects and duties as assigned by DQ/CI and VP/DOM.
- Manage efforts of records analysts.
- Complete Supervisory duties for direct reports.
- Manages the storage of long term and historical records.
- Conducts audits of aircraft files to ensure compliance of regulatory requirements.
- Responsible for the secure storage of aircraft records.

### **QUALIFICATIONS:**

- Must hold a current A&P license; or
- Hold a Bachelor's degree in an aviation related field; or
- Have 3 years of aviation related experience

**SPECIAL POSITION REQUIREMENTS:**

General knowledge on aircraft maintenance and inspection programs

General aircraft systems knowledge

**SUPERVISORY RESPONSIBILITY:**

Direct supervisor of Records Analysts

**TRAINING REQUIREMENTS:**

- Engine initiation program.
- Cardex M Series Reports.
- Sharepoint website navigation.
- Airworthiness Directives, analysis, compliance, entries, and filing.
- Creating entries in Cardex.
- Cardex approvals.
- Cardex updates.
- 121 Heavy check packages.
- Phase / mini-check packages
- CASS and required self-audits.
- 11 Records sign out procedures.
- Tracking of life limited components.
- Maintain major alterations/repairs file for each aircraft.
- Working knowledge of MAC II for compiling and extracting data.

**WORKING CONDITIONS AND PHYSICAL EFFORT:**

Work typically performed in an office environment. However, due to work requirements, may require frequent travel which will involve exposure to noise, chemicals, adverse temperatures and other similar hazards.

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