

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.

POSITION PURPOSE:

The Safety Manager will identify, investigate, audit and evaluate all corporate, operational and human processes through SMS policies and procedures in order to continuously improve the efficiency and effectiveness of the stated company safety policy and mission. The Safety Manager will assist with managing the Company's data collection profile. 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 Company SharePoint website and Company shared 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 in monitoring of the safety e-mail and responses to received e-mails.
- Coordinate and conduct IEP audits to include safety audits and follow-up audits.
- Ensure company audits are managed according to the processes within the SMS Database.
- Ensure the corrective actions and follow-ups required for any audits are completed within the timelines required.
- Coordinate and investigate incidents, accidents, events, and safety concerns as assigned.
- Assist with and help manage the FOQA programs. This includes tracking, analyzing and trending data, dispersing safety alerts, and preparing quarterly and annual reports.
- Manage safety promotion and publication of periodic FOQA Alert safety newsletter.
- Track, trend and manage pertinent safety data and documentation, and monitor safety related objectives and data analysis.
- Assist in the maintenance of the Safety page on the Company SharePoint website to include:
 - Safety Documents Section
 - Industry Safety Links
 - Safety Data Sheet Information
- Assist with the coordination of Corporate Safety Review Board meetings and development of presentations for CSRFB meetings.
- Update information to safety components and documents based on CSRFB meeting reviews and decisions.
- Develop and disperse annual Safety Culture Survey and prepare data analysis and information for CSRFB.
- Attend Reliability Group and CASS meetings.
- Attend safety programs, conferences and training as applicable.
- Coordinate Organizational Safety Committee meetings and document meeting minutes.
- Enter and manage pertinent safety data and documentation in the SMS Database.
- Help plan and conduct periodic corporate emergency drills and coordinate emergency preparedness.
- Other duties as assigned

QUALIFICATIONS:

- 3-5 years of Aviation Industry experience
- Previous auditing experience required
- Thorough working knowledge of Title 14 CFR Parts 121 and 135
- Thorough working knowledge of Title 14 CFR Part 5 and SMS
- Demonstrated ability to assess risk and determine root cause.
- Proficient in Excel, Word, PowerPoint etc.
- Ability to work independently with minimal oversight
- Detail oriented
- Must possess valid drivers' license and reliable transportation
- Associates or bachelor's degree in a related field strongly preferred
- Possession of Airman Certification a plus (i.e., A&P Certificate, Pilot certificate, etc.)

SPECIAL POSITION REQUIREMENTS:

- Ability to travel to offsite locations (up to 50%)
- Ability to work with sensitive or confidential information without inappropriate disclosure

SUPERVISORY RESPONSIBILITY:

- None

TRAINING REQUIREMENTS:

- As required to maintain currency and proficiency with Federal Regulations and company policies and procedures

WORKING CONDITIONS AND PHYSICAL EFFORT:

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

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