

DIRECTOR OF MAINTENANCE

**RICHMOND, BRITISH COLUMBIA
CANADA**



The Director of Maintenance ("DOM") is the Person Responsible for Maintenance ("PRM") and will ensure that respective work duties as outlined in the Company's Maintenance Control & Policy Manuals ("MCM" & "MPM") are adhered to and are accomplished in accordance with direction from the President/CEO - Accountable Executive, ("AE").

Working within the Management leadership team, the DOM will contribute to the development and implementation of ongoing organizational strategies, policies, processes and best practices for the respective Department.

Duties and Responsibilities

Primary responsibilities of the Director of Maintenance will consist of, although not limited to the following: (taskings/functions may be delegated, as/when required)

- Organize, direct and oversee the ongoing operations of the Maintenance Department, productivity, policies/procedures, standards in all maintenance department areas.
- Promote a safety culture throughout the Department by encouraging hazard, incident reporting via the Company's SMS process.
- Effective delegation of management functions for specific maintenance divisional activities ie: hangar floor aircraft line maintenance, component replacement/repair/overhaul, parts/component procurement, inventory stores control, shipping/receiving, quality assurance, short and/or long-term aircraft refurbishment projects.
- Responsible for the control and oversight of the AMO's Quality Assurance Program and respective auditing system.
- Responsible for oversight of the authorization and approval of maintenance, repair, replacement, modification, testing, inspection, overhaul and alteration of Company aircraft and aeronautical products.
- Develop and maintain relationships with vendors and suppliers under approved vendors list.
- Ensure that maintenance personnel are qualified to perform their duties as assigned, in a safe and productive manner.
- Develop, coordinate and maintain, monthly, long-term plans and strategies with respect to fleet maintenance throughout the Company's geographical areas of operations.
- Communicate and share the above responsibility by way of organizing on-going and regular meetings, written communication, and pro-active mentorship practices.
- Develop and support processes to improve occupational health, safety and efficiencies for Maintenance Department personnel.
- Ensure that sufficient materials, special tools, and equipment are calibrated and have been made available to accomplish the required maintenance of the Company's fleet.
- In conjunction with the AE and Procurement, responsible for the joint approval and controlling of operational budgets for the maintenance of the Company's fleet.
- Liaising with Transport Canada representatives as required, as it relates to the Aircraft Maintenance Organization (AMO).
- Ensuring that maintenance personnel have a valid license and the necessary training to be conversant with the types of aircraft and aeronautical products listed on the Company's rating; that required staff training is available and that respective records are maintained.
- Responsible for development, amendment and distribution of the company's MPM and MCM manuals.
- Ensuring all work carried out by the AMO is in accordance with the MPM and MCM manuals.
- Responsible for the interviewing, hiring, ongoing performance/salary review, and (if required) disciplinary actions for Maintenance Department personnel.
- Responsible for the oversight of orderly, organized and clean hangar/shop/office work areas

Necessary Qualifications

- Applicants must be entitled to work in Canada and must reside in the lower mainland of Vancouver, B.C.
- Required to be qualified as a Transport Canada PRM, under CAR 573.04.
- Hold a valid AME M1 or M2 license, holding qualifications on at least SK76.
- Quality Assurance training or equivalent industry experience.
- 10 years' experience with rotary and fixed wing turbine powered (pressurized) aircraft maintenance processes.
- Managerial skills in coaching, leadership and counseling of departmental staff, evaluating work performance, administration and operational planning.

Attributes

- Excellent command of English; verbal and written
- Strong interpersonal and communication skills both verbal and written.
- Knowledge and experience in organizational effectiveness and operations management; implementing best practices.
- Knowledge and working exposure to aviation related Safety Management Systems (SMS).
- Demonstrated leadership and vision in managing staff groups, major projects and initiatives.
- A demonstrated commitment to professional, high ethical standards, in orderly and organized surroundings.
- Excel at operating in a changing-paced environment.
- Ability to challenge and debate issues of importance to the organization and persuade with details and facts
- Excellent interpersonal skills and a collaborative management style.
- Delegate taskings effectively including oversight follow up.
- Computer proficiency in Microsoft suite; Outlook, Word, PowerPoint, Excel spreadsheets with strong IT literacy.

Helijet is an equal opportunity employer

Director of Maintenance

CLOSING DATE:

May 15, 2019

LOCATION:

Helijet International Inc.
Richmond, B.C.
Vancouver International Airport

POSITION STATUS:

Full-Time, Leadership Management

REMUNERATION:

Monthly Salary commensurate with experience, Life & AD&D insurance, Short & Long-Term Disability coverage, Dental/Extended Health & Emergency Travel insurance, and an Employee & Family Assistance plan. Leisure travel privileges.

Apply with Resume & Cover Letter to:

Human Resources
Helijet International Inc.
5911 Airport Road South
Richmond, BC V7B 1B5

Email:
ksabourin@helijet.com
Subject: DOM

Please - No Phone Calls