



# Technical Records Admin

**Location:** Calgary, Alberta, Canada

**Position:** Full Time

**Hours:** 7 am – 3:30 pm

**Posting Expiry Date:** May 21, 2021

## **Job Description:**

The Technical Records Administrator is responsible for maintaining up-to-date technical records (Including the computerized maintenance tracking program) and assists the project managers for ensuring that the technical records as they relate to airframe, engines and component work scopes are properly and accurately detailed.

## **Responsibilities**

- Monitor the project work scopes and ensure maintenance records are originated and maintained with respect to life, TBO items, airworthiness directives, and other special inspections.
- Monitor and maintain records for weight and balance amendments, equipment lists, loading data, and electrical load analysis.
- Ensure that all particulars of the maintenance functions have been entered in the appropriate aircraft logbooks and component history sheets and have been properly certified by a person holding the appropriate authority.
- Prepare aircraft technical records as required for the applicable airworthiness authority for the importation and exportation of aircraft.
- Maintain the technical files as they relate to aircraft, engines, and components.
- Understand the goals, values, and policies of the company and contribute to Flight Safety by remaining vigilant & respectful
- Generate tracking/status reports for employees as required.
- Provides technical research service for the maintenance department and others.
- Ensure that all Component History Records (CHR) are accurate and reflect what is recorded on the computerized maintenance tracking system.

## **Required Skills, Knowledge & Qualifications**

- 1-2 years of experience in aviation or working with technical records/regulations is required
- Basic understanding of aviation regulatory requirements
- Good working knowledge of computer applications including Microsoft Office Suite
- AW139 or S76 aircraft knowledge is an asset
- Comfortable working in both office and warehouse environments
- Ability to work overtime when required
- Must be able to secure, pass and maintain a Transport Canada Aviation Security clearance
- Must have secure transportation for work

## **Other:**

- Attend training courses as directed by the company to ensure knowledge and skills are current
- Ability to work under pressure, meet tight deadlines and demonstrate strong organizational skills
- Able to perform assignments with instructions but is required to exercise independent judgment to maintain company standards
- Positive attitude and strong work ethic
- Able to work effectively independently and as part of a team within an open office environment
- Ensure adherence to regulatory/professional standards and company policies



## Technical Records Admin

- Make recommendations on policies and procedures to support continuous improvement
- Other duties as assigned