

NOTICE OF POSITION AVAILABLE

Maintenance Planner

Conair is global leader in aerial firefighting, offering the largest privately-owned fixed-wing fleet of specialty aircraft in the world. Operating in Canada, the US, Europe, Australia and beyond, the organization provides a comprehensive range of aircraft, crew, maintenance, and training to support government agencies fighting wildfires. Our long-standing reputation for providing service excellence makes us an industry leader. And one of our strengths is our team, a group of professionals committed to safety and service.

We currently have an opening for a full-time permanent Maintenance Planner position.

Reporting to the Planning Manager, the Maintenance Planner is an integral member of the Planning team, responsible for planning activities associated with the Conair aircraft fleet.

In this role your duties will include the following:

- Manage ongoing AMS revision requirements, ensuring that assigned maintenance programs are current;
- Evaluate and implement all instructions for continued Airworthiness into the Aircraft Maintenance Program (AD's, SB's, Repairs, Engineering Orders, ICA's);
- Work with customers and regulatory bodies as required to demonstrate compliance with applicable regulations;
- In conjunction with Fleet Managers, define aircraft work scopes for maintenance and modification packages;
- Collaborate with shop staff and other support teams to solve issues and identify opportunities for improvement;
- Work with Fleet Managers, Transport Canada and Minister's Delegates for importing, exporting, and leasing of aircraft;
- Support the Induction of new Maintenance Programs and Aircraft into the Conair fleet;
- Maintain and update Aircraft Maintenance Programs and Configurations using ERP Tracking system;
- Other related duties as assigned.

We are looking for someone with:

- Knowledge of Principles of Planning, including a sound knowledge of Aircraft Maintenance Planning, Project Management and estimating;
- Knowledge of Aircraft maintenance programs, MSG 3 philosophy, technical records and technical documentation;
- Ability to work effectively with multiple computer software programs including MS Excel;
- Naturally organized and methodical with a focus on efficiency;
- Strong communication and interpersonal skills, both written and oral;
- Self-starter and committed team player with the ability to focus on customer requirements in a dynamic environment.

Training/Education:

- Minimum 2 years related experience with aircraft Maintenance Programs and Planning;
- Working knowledge and experience with an enterprise resource planning system required;
- AME License or equivalent experience;
- Post-Secondary accredited courses related to project management or Planning would be an asset.

If you are qualified and interested in this position, please submit your resume to comework@conair.ca by February 2, 2022 with **Maintenance Planner** in the subject line.

*****Must be legally entitled to work in Canada (Canadian citizenship or permanent residency)*****