

Aviation Records Clerk

Reports to: Aviation Records Clerk Supervisor
Division: Everts Air Cargo

Department: Inspections
Station: FAI

Job Summary:

Support the Inspections Department through maintaining, verifying, and processing data and ensure all cargo and fuel aircraft are up to date. Analyze and obtain data in order to provide information to inspectors, mechanics, parts room personnel (in Anchorage as well as Fairbanks), and FAA personnel.

Essential Functions:

1. Complete the Engine Utilization Report monthly for all aircraft including the hours each plane flew, and the number of shutdowns, cancellations, and delays for each plane. Complete the Mechanical Interruption Report for each shutdown (if any) and premature removals of engines and props within 96 hours of occurrence. Complete the Premature Component Removal report to the DoM monthly. Complete the Maintenance Analysis Report to the DoM monthly. Annotate a work order number and number each squawk by ATA code on Form M-3. Maintain the Oil Report daily and send to the Assistant Controller and the DoM monthly. Audit and update the Master Log Book and the ACE Engine Report. Create and maintain the engine logbooks and the internal company audits.
2. Generate serviceable yellow tags for components installation. Conduct research for the generation of yellow tags in order to verify or find time since overhaul (TSO) for hard time components, and occasionally on condition items. Verification of the repair work or overhaul performed on the component may be necessary and verification of the last location of a component is required for the generating of yellow tags.
3. Process component removals and installations. All the data on the serviceable yellow tag must be verified such as the date of installation and the TAT. The serial number must also match what is listed in Kardex, Calm, and TSO. The use of Calm, Alpha, Kardex (white), vendor files, Master Log Book, and a physical inspection of an aircraft (on occasion) is required for research. All incorrect data must be corrected. File the component or yellow tag as appropriate.
4. Update flight times. Flight times for every log page are entered individually in the Calm program. For accurate information to be entered, communication must occur between the hangar floor, parts room, and the Inspections Department. In order to track and calculate flight time on the correct engine serial numbers, engine changes must be taken into account.
5. Generate and maintain Embraer Reliability Reports. Enter pilot reports and DMI information into CALM CAS module. Enter Service Bulletins and parts information into CALM. File yellow tags and vendor information for each component. Audit logbook pages and compile engine reports.
6. Maintain and update files by collecting and filing all vendor/purchasing order documentation, repair or overhaul, and Tool and Calibration paperwork.
7. Maintain the Signature List and the lists of all maintenance crews, inspectors, parts room employees, and flight crew for the Fairbanks, Anchorage, and Kenai locations.
8. Maintain manuals by filing new revisions received for the inspections department and for each aircraft. Place appropriate forms in the plane's library and replace any worn binders.
9. Purchase supplies for Inspections Department. Including Order Forms and logbooks.
10. Support other departments by supplying current information as needed.
11. Responsible for maintaining a computerized data sort.

Additional Duties:

Safety

1. Comply with all safety aspects of your position.
2. Be familiar with the Company's Safety Management System (SMS) and Occupational Safety Manual (OSM).
3. Follow all Company practices and procedures.
4. Contribute to the Safety Culture of the Company.
5. Keep your work areas clean and free of hazards; correct unsafe conditions when encountered and report those that you can't personally correct to a supervisor.

Security

1. Maintain employee vigilance and report all security concerns.
2. Be observant of any Customers acting suspiciously and ensure that personnel/visitors are conforming to airport security guidelines.

Physical Abilities:

The Physical requirements indicated below are examples of the physical aspects that this position must perform in carrying out essential job functions.

1. Ability to reach horizontally and vertically with arms. Sufficient dexterity to manipulate small objects and print or write legibly.
2. Physical ability to sit for extended periods of time.
3. Requires the ability to be sedentary for extended periods of time.
4. Shall perceive the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

Qualifications:

1. Requires the ability to understand, retain, and deliver information verbally and written.
2. Requires good organizational, attention to detail, and record keeping skills and also the ability to maintain current and updated information. Requires the ability to input and retrieve information from a database.
3. Must be able to perform multiple tasks simultaneously, such as talking on the phone, data entry, and data retrieval.

This job description in no way states or implies that these are the only duties to be performed by this employee. He or She will be required to follow any other instructions and to perform any other duties requested by his or her supervisor.

Employee Signature _____ Date _____

Employee Printed Name _____