

## RECORDS SUPERVISOR

Reports to: Primary – Chief Inspector  
Secondary – Vice President of Maintenance

Department: Inspections  
Station: FAI

Division: Everts Air Cargo

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### Job Summary:

Responsible for ensuring that all aviation records comply with Company procedures and FAA regulations. Interaction with operations, maintenance, and inspections department staff on behalf of the Chief Inspector to ensure that records documentation is prepared, processed, exchanged, and complied with according to established procedures.

### Essential Functions:

1. Daily supervision of records clerks; hire, schedule, train, coach, review, and discipline.
2. Oversee records documentation and flow of procedures to ensure that all record data is input and processed in a secure, complete, and timely manner.
3. Ensure that proper tracking and recording of aircraft repairs and component replacements.
4. Participate in bridging the records necessary to bring new aircraft into the company maintenance program.
5. Compile and input new Everts Air Cargo and Everts Air Alaska aircraft compliance data into RASS and assist inspection staff with bridging program as directed as it pertains to the aviation records office.
6. Update Office Procedures Manual and develop Records Clerk training.
7. Develop RASS training documentation for Records input personnel.
8. Participate in the planning and implementation of a transition program which centralizes aircraft records input responsibilities within the records department.
9. Schedule and implement a complete RASS Kardex audit. Develop, schedule, and implement a regular audit schedule to be conducted annually with spot audit once each quarter.
10. Distributes, updates/revisions for maintenance manuals.
11. Updates and tracks all aircraft maintenance manuals.
12. Track repairs of aircraft and keep records of replacement procedures.
13. Keeps records of aircraft component times.
14. Complete required monthly reports for internal and external customers.
15. Generate serviceable Yellow Tags for component installation.
16. Process component removal and installation.
17. Update flight times.
18. Maintain and update files by collecting and filing all maintenance provider/ purchasing order documentation, repair or overhaul, and tool calibration paperwork.
19. Maintain the Signature List of all maintenance crews, inspectors, parts room employees and A&P qualified flight crews for all locations.
20. Support other departments by supplying current information as needed.
21. Prepare and process aircraft inspection packages and line maintenance task cards.
22. Review and audit all inspection Bids before they are sent out for quotes.
23. Work with MX Control to streamline inspections Kardex, RASS and manuals.
24. Be trained and proficient in audit performance, TapRoot investigation, and Safety Risk Management.
25. Create and uphold a positive learning environment that ensures a healthy working atmosphere.

### Additional Responsibilities:

#### Safety

1. Comply with all safety aspects, specific practices and procedures of the work scope and position(s).
2. Be familiar with the Company's Safety Management System (SMS) and Occupational Safety Manual (OSM).

3. Contribute to the Safety Culture of the Company and report any Safety Hazards.
4. Required to learn and understand Dangerous Goods Transportation requirements.
5. Keep your work areas clean and free of hazards; correct unsafe conditions when encountered and report those that you are unable to personally correct, to a supervisor.

Security

1. Comply with all security practices, policies, and procedures as trained.
2. Maintain employee vigilance and report all security concerns.

Administrative

1. Build an organizational culture in which passion for continuous improvement is innate.
2. Ensure adherence to procedures that promote the health and welfare of all employees.
3. Promote the mission, vision, and values that the Company has developed, and ensure adherence to the Everts leadership manual and employee handbook.

**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. Sufficient physical ability, strength, mobility, and stamina to lift, carry, push, or pull objects which may frequently exceed 70 pounds in a series of functional tests which clearly simulates the work environment.
3. Physical ability to sit for extended periods of time.
4. Requires the ability to be sedentary for extended periods of time.
5. 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 the ability to maintain current and updated information.
3. Requires the ability to input and retrieve information from a database.
4. Must be able to perform multiple tasks simultaneously, such as talking on the phone, data entry, and data retrieval.
5. Must have 1 to 3 years of supervisory experience.

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

Everts Air Cargo is an Equal Employment Opportunity Commission compliant (EEOC) employer.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Employee Printed Name \_\_\_\_\_