

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, reporting, and processing data and ensure all cargo aircraft are up to date. Analyze and obtain data to provide information to inspectors, mechanics, parts room personnel (in Anchorage, Fairbanks, And Laredo), and FAA personnel.

Essential Functions:

1. Complete the Engine Utilization Report monthly for all aircraft including the hours each plane flew, cancellations, and delays for each plane. Provide the Chief Inspector with all Engine Changes, Ferry Flights, Engine Shutdowns, & Inspections packages.
2. Maintain the Oil Report Monthly and send to the Assistant Controller and the Dom monthly.
3. Maintain the Quarterly LayUp Report for Assistant Controller.
4. Audit and update the Master Logbook and the AC Engine Report. Provide updated Engine Report to Maintenance daily.
5. Maintain all Tool Calibration Certificates for Everts Air Cargo owned tools and Mechanic personal tools. Provide a Tool Report monthly to Chief Inspection, Director of Maintenance, FAI Maintenance Supervisor, & Parts Room Supervisor.
6. Maintain the Signature listing of all Mechanics, Inspectors, and Parts Roomer Personnel at all Everts Air Cargo locations. Scan signature cards to database and provided updated listings when employees are hired and/or terminated.
7. Provide the Chief Inspector with a listing of all mechanics and inspectors that have RII training and that are qualified to sign off inspection items as an RII Inspector.
8. Create, order, and maintain the Aircraft logbooks, Engine Logbooks, and the Internal company audits.
9. Audit Airworthiness Directives for accuracy and compliance. Attend Airworthiness Review Committee Meetings to ensure CALM and Kardex are setup for new AD tracking. Records Clerk is also responsible for taking meeting minutes.
10. Track and Maintain Master list for the Engineering Order Database for the Fleet and by Individual Aircraft. Provide this listing to Chief Inspector once per month for FAA Reporting.
11. Generate serviceable yellow tags for components installation. Conduct research for the generation of yellow tags 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.
12. 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 Logbook, 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.
13. 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 to track and calculate flight time on the correct engine serial numbers, engine changes must be considered.
14. Maintain and update files by collecting and filing all vendor/purchasing order documentation, repair or overhaul, and Tool and Calibration paperwork.
15. Maintain and Report to the FAA monthly all Approved Vendors. Provide the AMPL (Approved Maintenance Provider Listing) to Publications for production into EAC Manual.
16. 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.
17. Purchase supplies for Inspections Department. Including Order Forms and logbooks.
18. Responsible for the maintenance and the upkeep of the printer/copier within our area, this includes the ordering of the paper for said machine.
19. Support other departments by supplying current information as needed.
20. Responsible for maintaining a computerized data sort.

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.

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.

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.

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

Employee Signature _____ Date _____

Employee Printed Name _____