



**JOB POSTING:** 2019-025 **POSITION #:** \_\_\_\_\_

**JOB TITLE:** Technical Records Clerk

**COMPANY:** Coulson Aircrane Ltd.

**REPORTS TO:** Technical Records Clerk / General Manager

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**ABOUT THE COMPANY:**

At Coulson, we know that our employees are our strongest asset. Guided by a successful past and a long-term innovative vision for growth, our future success will be driven by our people and our strategic approach to our work.

Aircraft fire fighting and developing new industrial technologies are much more than pieces of metal and components; we at Coulson are determined to make a difference saving lives and homes. In addition, we strive to improve the environment we share globally.

Family owned and operated since 1960, the Coulson Group of Companies began with Forestry in British Columbia. During the 1990s, Coulson expanded into Aviation and, led by a pioneering management team, we have become one of the foremost Aviation Fire Fighting Companies in the world. We operate in the USA and Australia, and we expect to expand to other countries around the world.

In addition to Aviation, Coulson has pursued other endeavours, the most recent of which has been Coulson Ice Blast, an industrial cleaning technology that has applications in many industries. In fact, Coulson was recently recognized with awards for our ground-breaking technology.

**WHAT WE'RE LOOKING FOR:**

Due to our rapid business growth, we are looking for an experienced Technical Records Clerk to join our team.

This position assists in the day-to-day clerical tasks that are required for our fast-paced, constantly changing environment. The candidate should be excellent in all Microsoft programs, particularly Excel, with a strong attention to detail and numbers tracking. Because our corporate business is global in nature, the candidate must also be able to work a flexible schedule.



### **Duties & Responsibilities:**

- Review journey logbook pages for all aircraft and ensure all logbook parameters are filled out by the flight crew
- Enter daily flight times into the weekly spreadsheet
- Enter the weekly flight times into the Major Component Report / spreadsheet
- Make corrections to addition errors on logbook page copies
- Issue alert corrections to respective engineer / aircraft
- Update and maintain CALM as required
- Print and distribute CALM reports, paper copies to the PRM and E-mail copies to the field engineers
- Update CHR records for components and engines
- Update the engine RHL / utility spreadsheets as required
- E-mail the daily flight report and Major Component Report spreadsheets to Accounting weekly
- Enter lifts on aircraft lift spreadsheet weekly
- Record parts used weekly; E-mail report to Management
- Attend the Maintenance Meeting, and record, update, and distribute the Maintenance Meeting Minutes
- Distribute the minutes and major Component report weekly
- Assist the Engine / Component Planner
- Prorate Maintenance / Engine programs when required
- File Component / Engine CHRs received from Stores and from aircraft
- Retrieve CHRs from the file cabinets for Stores and parts going for O/H, sold, etc.
- Keep track of technical library subscriptions
- Review library updates and download publication amendments
- Enter amendments in the review book for the PRM

### **Position Requirements:**

- Minimum two (2) years' experience using MS Office, with emphasis on Excel, Outlook, and Word.
- Previous experience in aviation industry preferred.
- Thorough understanding of all technical documents such as technical bulletins, alert service bulletins, Airworthiness Directives etc.
- Understanding of Canadian Aviation Regulations and Federal Aviation Administration requirements
- Able to work independently and within a team environment.
- Able to work flexible hours, including evenings and weekends.
- Valid Passport.
- Eligible to work in Canada.

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**4890 CHERRY CREEK ROAD, PORT ALBERNI, BC, CANADA V9Y 8E9 P: 250.724.7600 F: 250.723.7766**

COULSON FOREST PRODUCTS LIMITED    COULSON ICE BLAST LTD.    COULSON AIRCRANE LTD.  
COULSON AVIATION (USA) INC.    COULSON AVIATION (AUSTRALIA) PTY. LTD.



#### **HOW TO APPLY:**

Please submit your resume with a cover letter outlining your experience and salary expectations to [jobs@coulsongroup.com](mailto:jobs@coulsongroup.com). Please quote “2019-025 – Technical Records Clerk” in the subject line.

*We would like to thank all applicants in advance for their interest; however, only those selected for an interview will be contacted.*

#### **BENEFITS:**

In addition to a competitive salary, Coulson provides excellent benefits as part of its Total Compensation Package. These include medical and dental benefits, pension, and the possibility for bonuses. Moreover, Coulson Group values and strongly encourages its employees to maintain a positive Work-Life Balance, creating an environment that champions creativity and autonomy.

We are proud of our team and encourage a respectful workplace where everyone is treated with dignity and all ideas are welcome. Moreover, we support growth within the company and provide opportunities for advancement.

We support diversity, equity and a workplace that is free from harassment and discrimination. We are committed to providing accommodation for people with disabilities. If you require accommodation through any element of the competition process, please notify us and we will work with you to meet your needs.

Port Alberni is a jewel nestled in the Alberni Valley, offering many outdoor activities during your down time, including water sports, camping, hiking, snowshoeing, and others. With lakes, the Inlet, and mountains all around, you will never run out of things to do here. There is a movie theatre that is currently undergoing renovations, and many shops owned and operated by local residents. You will also find some of the most delicious seafood right here in town at one of our many local restaurants.

If you're looking for a quick weekend getaway, Tofino and Ucluelet are a mere two-hour drive West of town. Or, if you're not looking for waves, Nanaimo is only an hour East, while Victoria is less than three hours South. Both offer big city shopping opportunities in addition to a wide variety of arts, entertainment, dining, and cultural activities. The Comox Valley is also less than two hours Northeast of the Valley, offering mountain biking, skiing, caving, and other outdoor activities. And let's not forget those adorable goats on the roof at Coombs!

Centrally located, Port Alberni offers you the benefits of a small town – affordable real estate, anyone? – with the ability to play outside and experience big city life nearby.

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