



**JOB POSTING:** 2019-027 **POSITION #:** \_\_\_\_\_

**JOB TITLE:** Configuration Control Specialist (NOC 1253)

**COMPANY:** Coulson Aircrane Ltd.

**REPORTS TO:** Vice President, Engineering – Port Alberni, BC

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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 endeavors, 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: Configuration Control Specialist (NOC 1253)**

This position is responsible for the coordination, review, maintenance, and revision of all technical configuration documentation within the business. The Configuration Control Specialist ensures that everyone is working towards the corporate vision of configuration control and trains others in all areas of technical documentation and configuration management.

This is a full-time permanent position based at our operations located at 4890 Cherry Creek Road, Port Alberni, B.C. V9Y 8E9. The language of work is English.



### **Duties and Responsibilities**

- Coordinates the review of technical documents with engineering staff and amends applicable current company documentation including: Design Change Requests (DCR), Engineering Change Orders (ECO), and Design Change Notifications (DCN).
- Responsible for maintaining the ENOVIA system for technical documentation and engineering reports within the business.
- Collaborates with Maintenance and Engineering to facilitate appropriate routing for new repairs, including First Article Inspections (FAI).
- Provides training and guidance to business unit staff regarding all areas of technical documentation.
- Maintains and distributes documentation system training packages for the business.
- Responsible for observing all applicable safety requirements and reporting immediately any unsafe practices/conditions.
- Carries out special projects as assigned.

### **Position Requirements:**

- College diploma in records management technology or college/university credential in relevant aviation engineering or technology field.
- Minimum three years' experience in an inspection/quality control role associated with technical documentation & configuration control, and thorough knowledge of records management (ENOVIA) and documentation control in an aviation/aerospace environment (AS9100. ISO or similar).
- Exceptional experience in records management and document control in aviation/aerospace environment is preferred and may substitute for education requirements.
- Applicant must have or be able to develop thorough knowledge of company instructions, company processes, configuration management and original equipment manufacturer's manuals.
- Strong organizational, analytical, decision making, leadership, interpersonal, planning, oral and written communication skills.
- Thorough knowledge of PCs in the current company operating system environment (Microsoft Office, Windows 10 / XP, etc. ). Working knowledge of CATIA V5 would be considered an asset.

### **Terms of Employment:**

Annual salary of \$50,960.00, based on a 40 hour work week. Coulson provides excellent benefits as part of its Total Compensation Package, including medical and dental benefits, pension, and the possibility for bonuses.



**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 “2019-027 – Configuration Control Specialist” in the subject line.

Please see the full position description on the Coulson Group website:

[https://www.coulsongroup.com/employment/2020-02-04\\_CAL\\_Configuration\\_Control\\_Specialist.pdf](https://www.coulsongroup.com/employment/2020-02-04_CAL_Configuration_Control_Specialist.pdf)

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.

Coulson Aircrane Ltd.  
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Port Alberni, B.C. V9Y 8E9  
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COULSON FOREST PRODUCTS LIMITED    COULSON ICE BLAST LTD.    COULSON AIRCRANE LTD.  
COULSON AVIATION (USA) INC.    COULSON AVIATION (AUSTRALIA) PTY. LTD.