



JOB POSTING: 2019-046 **POSITION #:** _____

JOB TITLE: Director of Maintenance (Aviation)

COMPANY: Coulson Aviation (USA) Ltd. – San Bernardino CA

REPORTS TO: General Manager, Aviation

ABOUT THE COMPANY:

At Coulson Group, 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.

Family owned and operated since 1960, the Coulson Group of Companies began with Forestry in British Columbia. During the 1990s, Coulson Group 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, the Coulson Group has pursued other endeavors, the most recent of which has been Coulson Ice Blast, a unique industrial cleaning technology that has applications in many industries. In fact, we were recently recognized with awards for our ground-breaking technology being the most efficient and environmentally friendly industrial cleaning tool in the industry and the first manufacturer to produce a machine that can blast with real ice cubes.

We at Coulson Group are determined to make a difference in everything we do with an eye toward a sustainable future.

WHAT WE'RE LOOKING FOR:

Due to our rapid business growth, we are looking for an experienced Director of Maintenance to be part of our team. Reporting to the Accountable Manager and General Manager, the DOM will have the authority and responsibility of coordinating, accomplishing, and supervising all maintenance functions.

DUTIES AND RESPONSIBILITIES:

- Maintain the requirements for initial and recurrent training for all personnel involved in all Repair Station activities conducted by Coulson Aviation, including completing the Training Needs Assessment for each employee.



- Recruit, train, and retain qualified staff to conduct maintenance duties in accordance with internal and Federal regulations.
- Conduct an annual review of the Training Program to ensure the program is still current.
- Help to maintain the Aerostudies On-Line Aviation Training Documentation along with the quality department to make sure it's up to date.
- Maintain audit schedules, results and corrective actions.
- Determine that work performed by the repair station is within its repair station certificate authority.
- Maintain and manage the contract maintenance provider program, including coordinating with the FAA on contract maintenance functions.
- Ensure employee compliance with all internal and Federal regulations.
- Maintain appropriate and current Code of Federal Regulations, Advisory Circulars, Specifications, Type Certificate Data Sheets, Technical Data and Airworthiness Directives.
- Ensure FAA-approval of the technical data supporting all major repairs and/or alterations.
- Ensure that inspection tools and equipment, including inspection aids used to perform inspections, are labeled correctly and in proper working order.
- Implement, maintain, and enforce the processes and procedures to ensure all receiving, preliminary, hidden damage, in-process, and final inspections of articles undergoing maintenance, preventive maintenance, or alteration are performed in accordance with the applicable maintenance data.
- Continual maintenance, repair, preventative maintenance, alternation timelines and adjust as necessary.
- Enforce standards to conduct a hidden damage inspection on articles that have been involved in an accident.
- Ensure that work performed on articles under the authority of the repair station is appropriately approved for return to service on the maintenance release.
- Ensure that Airworthiness Directives are reviewed for applicability and compliance.
- File reports on serious failures, malfunctions, or defects in a timely and accurate manner.
- Determine with the **General Manager** whether incidents of - or alleged non-compliance with - regulations should be reported to the FAA.
- The **DOM** may delegate duties and responsibilities to any qualified personnel. Delegation of duties does not relieve the position of its responsibilities.

REQUIREMENTS:

- Must be thoroughly familiar with the maintenance, preventative maintenance, alteration, and inspection methods, techniques, practices, aids, equipment, and tools used to determine the work is performed properly and the airworthiness of the article on which maintenance, preventative maintenance, or alterations are being performed.
- Proficient in using the various types of tools, equipment, and inspection equipment, and visual inspection aids appropriate for the article being maintained, altered and/or inspected.

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



- Thoroughly familiar with the applicable regulations used by the repair station to ensure work is performed properly.
- Must be proficient in Microsoft programs and familiar with FAA WebOps, and maintain an excellent relationship with regulatory bodies.

HOW TO APPLY:

Please submit your resume with a cover letter outlining your experience and salary expectations to jobs@coulsongroup.com. Please quote "2019-046 – Director of Maintenance" in the Subject line.

We would like to thank all applicants in advance for their interest; however, due to the volume of applications we receive, only those selected for an interview will be contacted. No phone calls please.

BENEFITS:

In addition to a competitive salary, Coulson Group 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.