

<b>POSITION: MAINTENANCE SUPERVISOR/ COORDINATOR, MCC</b>  <b>STATUS: FULL-TIME</b>  <b>REFERENCE #: M51014</b>  <b>LOCATION: CALGARY</b>  <b>DEPARTMENT: MAINTENANCE &amp; ENGINEERING</b>	<b>LEVEL: AS PER THE GAFAE COLLECTIVE AGREEMENT</b>  <b>REPORTING TO: MANAGER, MAINTENANCE CONTROL CENTRE</b>  <b>DATE AVAILABLE: IMMEDIATELY</b>  <b>CLOSING DATE: FEBRUARY 12<sup>TH</sup> 2023</b>  <b>COMPANY: BRADLEY AIR SERVICES LIMITED</b>
Canadian North is an equal opportunity employer. Members of designated groups (Inuit, First Nations, Métis, Women, Visible Minorities, and People with Disabilities) are encouraged to apply and self-identify.	

Interested candidates may submit their resumes to [recruit@canadiannorth.com](mailto:recruit@canadiannorth.com). Please include the reference number and position in the subject line. We thank all applicants for their interest, however, only candidates selected for interviews will be contacted

## DUTIES AND RESPONSIBILITIES:

*Must be able to perform, but not be limited to, the following duties and responsibilities:*

- Coordinate timely two-way communication between the Maintenance and Operations departments in real time with ACA background;
- Coordinate communication during IROP situations between Maintenance and Operations;
- Assist in a supporting role, the return to service of AOG aircraft;
- Facilitate daily maintenance meetings as required;
- Provide support as required for aircraft operating away from maintenance bases;
- Provide a Fleet Status Report, including ETR's for unserviceable aircraft and immediately advise of any fleet status changes;
- Responsible for the care and control of Company owned publications, tools, and equipment by personally ensuring that publications, tools and equipment are returned after use;
- Ensures that any required Maintenance Irregularity Reports (MIRs), Service Difficulty Reports (SDRs), Daily Status Reports and Aircraft Problem Communication Reports are completed properly and entered in systems;
- Work towards achieving true technical dispatch;
- Closely monitor OTP and help to develop solutions for improvement;
- Increase the oversight of tooling and parts for large projects;
- Increase control of Recon equipment;
- Increase in Oversight in GSE status;
- Responsible for OH&S compliance while on shift;
- Other duties as assigned.

## SKILLS AND QUALIFICATIONS:

*Include, but not limited to, the following minimum skills and qualifications:*

- Must hold valid Transport Canada Aircraft Maintenance Engineers License M1, M2 or E category;
- Minimum 5 years related experience;
- Must have previous supervisory experience and/or training;
- Must be familiar with Canadian Aviation Regulations;
- ACA on at least one company aircraft type considered an asset;
- Must possess superior interpersonal & communication skills;
- Must be adept at managing multiple priorities and deadlines under minimal supervision in fast paced team environment;
- Must have knowledge of Transport Canada Safety Management Systems;
- Demonstrated strong leadership, organizational, interpersonal and customer service skills;
- Solid working knowledge of company paperwork policies and procedures such as: Journey Logbooks, MELs, DMI deferrals, Test Flight requirements, etc;
- Familiarity of company structure/demographics with emphasis on the MCC/OCC/Dispatch environment preferred;
- Must be able to work independently with minimum supervision;
- Possess a strong working knowledge of computers with proficiency in MS Office and the TRAX system;
- Ability to communicate in Inuktitut a definite asset;
- Ability to obtain and retain an Airport Restricted Area Identity Card in accordance with the Airport Restricted Area Access Clearance Program regulated by Transport Canada.