

# JOB POSTING

## Maintenance Planner

We are looking for a Maintenance Planner to join our team in our Maintenance department. Custom Helicopters Ltd. provides helicopter support to clients for various applications, while providing high-quality services with a commitment to safety, quality, and value.

Reporting to the Director of Maintenance, the Maintenance Planner is responsible for efficient coordination of logistics, planning, scheduling, and associated forecasting for maintenance activities. The Maintenance Planner researches and analyzes maintenance service, parts, and scheduling needs, and provides forecasting services in collaboration with the Maintenance and Flight Operations departments, and sub-departments. The Maintenance Planner ensures that safety, quality, and efficiency are considered in the planning process to ensure desired results are achieved. The Maintenance Planner acts as liaison between flight ops, production, and stores. The Maintenance Planner defines maintenance scheduling requirements, scope, forecasted labour hours associated with maintenance tasks and ensures that the required resources are available.

### ➤ Responsibilities:

- Prepare required project repairs timelines, which includes determining required activities, resources, special conditions, and interdependencies.
- Coordinate repair logistics, scheduling, and planning, ensuring work packages align with maintenance production and inventory requirements.
- Monitor, and report on daily, weekly, and monthly logistics, planning and scheduling status.
- Forecast upcoming aircraft repairs, maintenance, and modifications, notifying Production in advance to ensure workforce scheduling and timelines are met.
- Maintain scheduling and logistics movements using software planning tools (Winair, Power BI, Excel) and project planning spreadsheets.
- Provide updates on the status of repairs and maintenance to relevant departments, including Operations.
- Collaborate with Production to plan scheduling around employee schedules and communicate any changes.
- Formulate a forward plan of requirements based on historical information and future customer forecasts.
- Determine and coordinate resource requirements, liaising with Stores to ensure parts are ordered and available.
- Reallocate resources across multiple projects as needed and resolve any allocation discrepancies.
- Assist with the evaluation and implementation of AD's, SB's and ICA requests.
- Collaborate with AME's and obtain feedback to continuously improve department processes.
- Perform other duties as assigned

### ➤ Qualifications:

- Aviation industry and helicopter experience is considered an asset
- Post-secondary degree or diploma in Project Management, Logistics Management. Project Management Professional (PMP) designation is considered an asset.
- Knowledge in business, accounting, operations, scheduling, and inventory operations.
- Solid project planning skills are essential, using strong analytical, organizational, problem-solving skills, and time management skills, with attention to detail.
- Proficient computer abilities, including Microsoft Office (Outlook, Excel, Word), and aviation-related software programs (e.g. WinAir). Sound knowledge of project planning/scheduling systems.
- Experience with Microsoft Power BI preferred.
- Excellent communication skills with the ability to communicate effectively with all levels within the organization, including external stakeholders.
- Strong internal customer service orientation.
- A valid Driver's License is required.

Safety. Quality. Value

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### Why Custom?

Custom Helicopters promotes a highly skilled workforce built on mutual respect, supporting personal and professional growth. We offer:

- Competitive Compensation
- Full benefits
- Pension plan
- Employee share purchase plan

At Custom Helicopters, we are committed to fostering a diverse, equitable, and inclusive workplace where everyone feels valued and respected. We believe that a variety of perspectives and backgrounds strengthen our team and contribute to our success. We welcome applications from all qualified candidates, regardless of their background.

Application Deadline: Oct 20, 2024

