



Maintenance Coordinator

Sun Air Jets, a full service FBO in Camarillo, is seeking a Maintenance Coordinator. Sun Air Jets is an industry leader in the performance of corporate jet support services. The company delivers a wide variety of services tailored specifically to business jet owners including aircraft management, on demand charter, aircraft fueling, hangar storage, and jet maintenance.

Position Description:

The primary purpose of the Maintenance Controller position is to provide document management and administrative support to the 135 Maintenance department. The tasks performed include research, coordination of information, general office paperwork, and data entry of a technical nature. Maintenance scheduling and oversight support. The position is responsible for execution of various administrative projects and assignments related to aircraft maintenance and 135 department functions.

Essential Job Functions:

- Monitor vendors and conduct vendor audits.
- Manage and input data into the CAS Program.
- Complete work order packages, deliver them to the maintenance facility and receive confirmation of the receipt of the work package from the maintenance facility.
- Review all incoming paperwork (logbook entries, work cards, form 8130s, and form 337s) and ensure correct completion.
- Update aircraft tracking programs CAMP and CMP.net. File work cards, 8130s, 337s, and other maintenance documents.
- Ensure that all vendors have completed and returned the Vendor Approval and Audit Forms or the vendor Renewal Form and returned it to the principal maintenance base.
- Maintain files on maintenance personnel training.
- Assist the 135 Director of Maintenance with updates to the GMM/MEL as required for processing to the FAA.
- Perform other administrative duties assigned by the 135 Director of Maintenance.

Work Environment

The employees work station is located in an office setting adjacent to an aircraft hangar where active mechanical maintenance is being performed. Employee will work at a desk at a computer the majority of the shift. Periodically aircraft noise can be heard.

Qualifications:

- Intermediate experience with Microsoft office products
- Experience with maintenance tracking programs
- Excellent communication skills both written and verbal
- Attention to detail and a high level of accuracy
- Aviation experience in 135 or 145 maintenance required
- A&P