



## **Job Posting: Maintenance Purchaser**

The Alberta College of Aeronautics (ACA) is an accredited post-secondary institution and Flight Training Unit with our own Approved Maintenance Organization (AMO) and a focus on collegiate-level aviation education. The college operates a modern fleet of new Diamond aircraft, including DA20s, a DA42, as well as an ALSIM ALX simulator in addition to classic Cessna C172 trainers.

The Aircraft Maintenance Department is responsible to upkeep, repair and servicing of the College Aircraft Fleet. Key functions of the department include: aircraft repairs, inspections and upgrades in accordance the AMO's Maintenance Schedule Approval (MSA) and Maintenance Procedures Manual (MPM). Primary department goals are to ensure all the College aircraft fleet is maintained to the highest level of safety and airworthiness while minimizing aircraft downtime and maintaining efficient and cost-effective repairs. This department serves to maintain effective documentation on all aircraft inspections and tracking of maintenance items for College and regulatory review. It is also responsible the procurement and scheduling of aircraft parts and spares to ensure expeditious repairs and return to service for aircraft. This department will coordinate with the Flight Operations Department ensure compliance for all College safety policies and operational requirements.

The role of the Maintenance Purchaser answers to the Director of Maintenance to ensure the Aircraft Maintenance Department has the requisite aircraft parts, tools and supplies available for efficient operations.

See details and requirements below:



### Key Responsibilities:

- **Inventory Control:** Processing stores requisitions, re-inventories, and restocks specialty kits.
- **Receiving and Issuing:** Receiving serviceable items into stock and issuing parts to authorized personnel.
- **Ordering:** Ordering aircraft parts, supplies, and consumables to maintain stock levels.
- **Safety:** Ensuring Material Safety Data Sheets (MSDS) are available for all stored items.
- **Delivery/Pickup:** Delivering and picking up parts and supplies from various locations.
- **Documentation:** Completing requisitions, ensuring accurate part numbers, quantities, and supplier information.
- **Assistance:** Providing assistance to shipping and receiving officers during peak periods.
- **Technical Tools:** Controlling a wide range of technical tools and testing equipment.
- **Compliance:** Adhering to regulatory requirements and internal policies and procedures.

### Position Summary

This position is responsible for the support of processes and activities related to the aircraft maintenance area, including shipping, receiving, tools, inventory and parts room management

This is attained using continuous improvement of related processes:

- Ensure that parts and components removed for troubleshooting are handled appropriately and suitably segregated from serviceable items (quarantined)
- Support the monitor and control of applicable tooling (tool crib), ensuring tools are calibrated in accordance with requirements
- Monitor and control all shelf-life sensitive materials in accordance with the MPM
- Actively search for and maintain knowledge of parts availability within our scope of work
- Ensure the certification and traceability are managed in accordance with strict procedures
- Ensure customs and shipping documentation is retained in accordance with applicable regulations
- Participate in an AOG on-call or shift rotation to support afterhours critical jobs as required.
- Act as a Receiving Authority (RA) to perform the receiving inspection of incoming aeronautical products in accordance with MPM requirements
- Accurately track the receipt or distribution of material, equipment, merchandise or supplies to determine inventory and follow-up on discrepancies
- Ensure timely and accurate data is entered into the Maintenance Software
- Ensure physical inventory counts are found to be accurate to inventory records and verify quantities provided
- As required, work with vendors and customers on RMAs>Returns
- Ensure all dangerous goods are handled in accordance with all applicable regulations
- Ensure Safety Data Sheets are available/provided for items considered hazardous substances for all locations
- Provide labels for decanted products
- Keep a safe, clean, and organized work area and parts room organization
- Support the controlled goods program as required.



- Parts pick up and drop off around the Edmonton area as required.
- Perform other related activities, as necessary or as assigned by management
- Actively participate in the ACA Safety Management System and Quality Assurance programs
- Respect and uphold all the Company policies, procedures & performance expectations

#### Salary (Full Time)

- \$22 - \$25/hour or \$45,760-\$52,000 annually, dependent on qualifications and experience

#### Benefits

- Paid Vacation
- Hybrid work available
- Continuous Professional Development
- Health Benefits
- On-Site Parking
- Company Events
- Annual Bonuses

#### Qualifications Required

- Bachelor's Degree or diploma in Supply Chain / Procurement or Aviation Management; or
- Minimum three (3) years of experience in aviation and/or inventory experience; and
- Experience with a computerized inventory system; and
- Knowledge of Maintenance software and or accounting software is considered an asset; and
- Legally able to work in Canada and able to commute to Cooking Lake Airport (CEZ3).

Candidates must have a positive 'can-do' attitude. A knowledge of aircraft materials and parts and a strong understanding of the regulations governing their acceptance for certified aircraft and the process of quarantine action would be an asset. Additional consideration for candidate assessment include:

- Strong organizational skills
- Ability to troubleshoot and problem-solve
- Strong attention to detail and commitment to accuracy
- Professional and positive attitude
- Excellent oral and written communication skills
- Demonstrated ability to work well with other individuals throughout the organization

As the needs of the College change the duties and location of the role within the College may be adjusted accordingly.

Ready to apply? Email us an application at [careers@acaeronautics.com](mailto:careers@acaeronautics.com)