



Job Title: Records Analyst	Department/Shop: Quality Assurance – AC Records
Reports To: Lead Analyst/Mx Planner	Location: Missoula, MT
Supervisory Position: NO	Travel Required: Limited

Position Summary: Responsible for administering the record-keeping processes, policies, and procedures. Maintain the Computerized Maintenance Tracking System (CMTS).

Essential Responsibilities:

- Update maintenance programs and records to ensure tracking compliance.
- Implement and manage day to day Aircraft Records and associated processes for each aircraft (i.e., aircraft flight logs, airframe logbook, engine logbooks, component records, certificate of airworthiness, airworthiness directives, etc.)
- Work with other maintenance sections to produce aircraft maintenance forecasts, inspection packages, schedules, etc., as needed.
- Assure safety and housekeeping rules are followed.

Additional Job Duties and Responsibilities:

- Plan, prioritize, and coordinate workload for multiple maintenance projects at one time.
- Operate computer software and systems (CMTS) and have a working understanding of Federal Aviation Regulations (FAR) and USFS Air Tanker Contract requirements.
- Perform other duties and responsibilities as required to fulfill job function or as assigned.

Knowledge, Skills, and Competencies:

- Ability to think analytically and be a problem solver.
- Ability to communicate effectively, both in writing and in speaking with customers, co-workers and various business contacts in a courteous and professional manner.
- Ability and willingness to learn complex processes, systems, or policies related to aviation maintenance.
- Knowledge and practice safety procedures to prevent damage to equipment or injury to personnel.
- Skill to gain detailed knowledge of various CMTS, FARs, inspection programs, USFS requirements.

Required Qualifications:

- High School diploma or G.E.D/Equivalent.
- Previous experience in records/maintenance tracking or tracking of similarly critical processes.

Desired Qualifications:

- Airframe and/or Powerplant license is preferred but not mandatory.
- Previous relevant experience in the aviation industry.
- Already possess working knowledge of FARs and USFS regulations and requirements.



Physical Requirements and Working Conditions:

Work assignments require mild to moderate effort.

- May lift items that weigh up to 25lbs. Heavier weights may be lifted with mechanical lifting devices or assistance from other workers.
- May need to sit or stand extended periods of time.

Additional Information:

This job description is not intended to be all – inclusive, and the employee will also perform other reasonably related duties as assigned by immediate supervisor/management as required. Neptune Aviation Services reserves the right to revise or change position responsibilities as the need arises. This description does not establish a written or implied contract of employment.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Please email resume to employment@neptuneaviation.com