

# JOB POSTING

## Aircraft Maintenance Planner

We are looking for a Aircraft 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 Maintenance Planning Supervisor, 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 the execution of repair logistics, scheduling, and planning, including ensuring work packages are put together in conjunction 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 and notify Production in advance to ensure that workforce scheduling and timelines are met, using appropriate tools and project management methods.
- Maintain scheduling and logistics movements, using current software planning tools (Winair, Power BI and Excel) project planning spreadsheets, and monitor their progress through their life cycle.
- Provide updates on the status of repairs and maintenance and give progress reports to all departments involved. When needed provide operations with information.
- Collaborate with Production to plan scheduling around employee schedules and update all parties involved on planned or impromptu scheduling changes to ensure the best timing.
- Formulate a forward plan of requirements based on historical information and future customer forecasts.
- Determine and coordinate resource requirements and liaise with the Stores department to ensure that parts are ordered and available in advance.
- Reallocate resources across multiple projects where necessary; identify and resolve any resource allocation discrepancies.
- Where applicable, communicate with outside agencies as well as stakeholders.
- Maintain all appropriate files and ensure they are kept current.
- Perform other duties as assigned.

### ➤ Qualifications:

- Helicopter Aircraft Maintenance engineer and or related experience in a similar role is preferred
- 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: April 16, 2025

