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# Tyonek Services Group, Inc

### Job Description Form

| Division/Department | **TSG** |
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| Location | **Madison, AL**  |
| Job Title | **Aviation Safety Official** |
| Reports to | **Paul Stein** | Title | **Vice President** |
| Level/Grade(if applicable) | **N/A** | Type of position:[x]  Full-time**[ ]**   Part-time**[ ]**   Contractor**[ ]**  Intern / Temporary | Hours 40 / week**[x]** Salary**[x]**  Exempt**[ ]**  Hourly**[ ]**  Nonexempt |
| General Description |
| TheAviation Safety Manager plans, implements, and coordinates safety, quality, environmental, and employee training programs in accordance with written regulations, procedures, and policies and acts as manager of the safety and occupational health program for TSGI. Develops and maintains safe flight and ground operating procedures. Active participant in technical committee meetings to formulate a hazard assessment and risk mitigation plan for all activities. Develops and implements safety, quality, and occupational health policies and procedures for company employees. Develops and assigns training as required. Analyzes and evaluates new and existing jobs, processes, products and systems to determine the existence, severity, probability and outcome of hazards. Modifies workplaces, processes, products and systems to control or eliminate hazards. Conducts and completes comprehensive inspections and evaluations of work areas, processes, and systems, for compliance with established safety and occupational health policies and standards, to identify both existing and potential new hazards. Responsible for all contractor accident and incident investigation to include root cause analysis and control measure development. Develops lesson plans, training aids and power point presentations to train employees on relevant safety subjects. |
| Duties |
| * Assures compliance to AS9100/9110 quality management system from a product perspective. Assures compliance to EH&S requirements from a risk perspective
* Provides input to AS9110 Quality Management System in the areas of Aviation Safety and Environmental Compliance.
* Identifies safety and environmental hazards, risks, and promotes the reduction or elimination of potentially hazardous conditions that may lead to accidents, occupational injuries, illnesses, deaths, and safety-related financial losses.
* Coordinate all safety-related activities within the requirements of the safety program with respect to mission requirements and the U.S. Government directives to ensure regulatory compliance.
* Reports and investigates aircraft, ground safety, and environmental accidents to determine the cause of the accident and formulate recommendations to help prevent similar mishaps in the future.  Responds to Corrective Action Requests.
* Job requires detailed data-entry of technical information necessary in assisting in the monitoring of mishap reports to ensure accuracy and completeness.
* Responsibilities also require extensive research dealing with DCMA, OSHA, and environmental regulations, vendor information, and logistical support for safety equipment and supplies.
* Ensures proper industrial safety procedures are followed in accordance with the contract and appropriate Federal, state, and local regulations, rules, and procedures.
* Provides administrative support including maintaining all departmental files, records, and publications needed to support organizational activities. Provide written reports which are clear, concise and meaningful.
* Develop required reports, conducts briefings, provides training, and when directed, conducts periodic safety and safety stand down meetings as required.
* Conduct internal and external audits, ARFF inspections, fire extinguish inspections, and inspections of all first aid kits and other safety related equipment.
* Processes Occupational Hazard Reports including investigating the hazard and ensuring mitigations are in place.
* Responsible for all DCMA compliance and related correspondence.
* Other Duties as assigned.
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| education/Experience requirements |
| * BA/BS degree from an accredited College or University in an aviation related field desired; equivalent related work experience is acceptable.
* Must be a graduate from a DOD Aviation Safety Course. Related advanced college degree and certificate from an accredited College or University with a major in Aviation Safety may be accepted.
* Five (5) or more years’ experience as an Aviation Safety Officer/NCO/Manager.
* Experience dealing with safety and environmental laws, rules, and regulations is required.
* Extensive experience in risk management and mitigation required
* Expert knowledge in the technical field of aviation safety and accident prevention and experience in use of DOD, FAA, NTSB, or OSHA documentation is required.
* Must be proficient in Microsoft Office Suite.
* Candidate must be very detail oriented and able to work independently or in groups. Must be able to maintain professional working relationships with DCMA and government customers.
* Able to work in a fast-paced environment with minimal supervision; Ability to remain calm and be the voice of reason in stressful situations.
* Must have excellent oral and written communication skills in the English language.
* Able to change directions with the needs of the work environment and take-on additional responsibilities based on operational needs.
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| Physical requirements |
| To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.* Works in a normal office environment with controlled temperature and lighting conditions.
* May be required to travel to and between remote location(s) in austere environments.
* May be required to respond to a wide variety of operational circumstances, including extreme weather conditions and rudimentary infrastructure.
* May be exposed to extreme noise from turbine and jet engine aircraft
* May be exposed to fumes or airborne particles; may be exposed to electrical shock hazards or work near moving mechanical parts, vehicles, or aircraft.
* Must be able to walk or stand on level and/or inclined surfaces up to three (3) hours per day and sit for up to five (5) hours per day.
* Must be able to routinely climb/ descend stairs.
* On occasion must be able to lift 30 pounds.
* Must be able to routinely grasp or handle objects, use finger dexterity, bend elbows / knees, and reach above/below shoulders.
* Must be able to read and interpret newspaper and typewritten print.
* Must be able to communicate by voice and detect sound by ear.
* Must be able to distinguish color and judge three-dimensional depths.
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| EQUAL OPPORTUNITY EMPLOYER / VEVRAA /ADA |
| * TNC and its subsidiaries fall under ANCSA and are entitled under Federal Law to extend hiring preferences to its shareholders. ANCSA provides TNC the authority to give shareholder preference in hiring. TNC reaffirms its belief in equal employment opportunity for all employees and applicants for employment. Tyonek is an Equal Opportunity Employer and a VEVRAA Federal Contractor who affords equal employment opportunity to protected veterans and people with disabilities: Tyonek Native Corporation provides all employees and job applicants’ equal employment opportunities in hiring and promotion without discrimination because of age, sex, sexual orientation, genetic information, gender identity, marital status, race, religion, color, veteran status, physical or mental disability, national origin, or any other reason prohibited by law.
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| Reviewed by |  | Title |  |
| Approved by |  | Title |  |