

Job Title: Safety Auditor / Evaluator – Flight Operations
Department: Safety
Reports To: The Manager of Safety Assurance
Location: Miami, Florida
Position Status: Full Time

SUMMARY

The Safety Auditor will support the Internal Audit Program as well as assist the Safety Department with other auditing functions and duties.

DUTIES AND RESPONSIBILITIES

- Assists in the continuing development and executes the internal evaluation plan
- Conducts evaluations of Departments within Flight Operations
- Perform analysis, root cause analysis, and determine corrective actions to determine adverse events or trends within the flight operations department.
- Reviews evaluation results, prepare reports, recommendations and responses.
- Prepare flight operations trending analysis reports and charts
- Review with Supervisors corrective action responses to inspections and internal evaluations findings for adequacy.
- Assist with Safety Management System Implementation.

QUALIFICATIONS / EXPERIENCE

- Four-Year college degree desired, preferable in Aviation Safety
- Work experience, preferably in 14 CFR Part 121 air carrier operations
- Working knowledge of Safety Management System Principles and the FAA ATOS Data collection tools.
- Must be proficient in Microsoft Office Suite programs – especially Excel
- Proficient verbal, written and presentation communication skills
- Strong work ethic, ability to work in a fast-paced environment and a positive attitude toward teamwork.
- Ability to handle numerous projects at one time and meet deadlines.
- Self-motivated and able to work with minimal supervision in support of the Internal Evaluation Program.

TRAVEL

- Travel for outstation auditing

PHYSICAL DEMANDS

- Walking and the utilization of stairs will be required. Light lifting not exceeding 50 pounds.

WORK ENVIRONMENT

- The employee is required to work at a computer terminal utilizing a telephone and other resources.