

Perform Air International Inc.
Section VI - Attachments
Att 70.04- Job Description

Revision	Revision Date	Revision Change
N/I	07/31/2021	Initial Release/Re-release
1	10/31/2021	Revision to Grade Level
2	07/07/2023	Change in Department Name
3	09/26/2024	Revision to <i>Qualifications</i>

Position: SMS Coordinator

Grade Level: 43-9111-09

Exemption Status: Exempt

Department: Internal Evaluation Department

Department Manager: Internal Evaluation Department Manager

Immediate Supervisor: Internal Evaluation Department Manager

Duties, Responsibilities and Authority:

The SMS Coordinator is responsible for the following:

- Coordinate implementation, maintenance, and integration of the SMS throughout the organization.
- Facilitate hazard identification and safety risk analysis as well as monitor the effectiveness of safety risk controls which will include (but is not limited to) maintaining and updating organizational risk assessments and directing revision to internal audit schedules accordingly.
- Ensure safety promotion throughout your organization as required.
- Regularly report to the accountable executive on the performance of the SMS and on any need for improvement.

This position must accomplish the following:

- Ensure that the SMS is properly implemented and performing in all areas of the Perform Air organization.
- Revise and implement the safety policy of Perform Air International Inc. as required.
- Communicate the safety policy throughout the organization.
- Regularly review the safety policy to ensure it remains relevant and appropriate.
- Regularly review the safety performance of the organization and direct actions necessary to address substandard safety performance.

This position will liaise with the Federal Aviation Administration in areas relative to the SMS and in gaining/maintaining acceptance of Perform Air International SMS program.

The President may assign additional duties of this position at any time.

Qualifications:

Education: *A&P License or BS Degree or High School completion plus one of the following Experience or Training requirements.*

Experience: 2 years' experience in an Operational Safety/Marketing/Quality or related industry role.

Training: *Documented training records of at least 100 hours.*