Downloaded from <https://www.velvetjobs.com/job-descriptions/aviation-safety>

# Example of Aviation Safety Job Description

Our company is looking to fill the role of aviation safety. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for aviation safety

* Enter data and corrections to files on an as needed basis
* Process Safety Hazard Reports including investigating the hazard and ensuring mitigation is in place
* Coordinate first responder duties during an onsite accident, as needed
* Work closely with Safety Manager for oversight and management of the safety management system (SMS)
* Assists, plans and implements safety policies and procedures in compliance with local, state, and federal rules and L-3 Corporate regulations including Occupational Safety and Health Administration (OSHA) and Department of Transportation (DOT)
* Conducts semi-annual and annual safety audits at all main operating bases
* Conduct safety audits IAW customers’ requirements, OSHA regulations, and inspections of all Personal Protective Equipment and other safety related equipment
* Report and investigate aircraft, ground safety, and environmental incidents to determine root cause and formulate recommendations to help prevent similar mishaps in the future
* May conduct post-accident investigation and prepares report identifying possible accident causes and hazards for use by company personnel and senior management
* When needed, perform duties as an active member of an aircraft accident board

## Qualifications for aviation safety

* Our positions require access to export controlled information
* Minimum of five (5) years experience as an Aviation Safety Officer/Manager
* Advises safety manager on safety compliance concerns and preventative actions
* Works closely with quality assurance section for planning and implementing training for employees in work site safety practices
* Excellent computer, communication, staffing and training skills
* Other duties may be assigned by management as required