Auburn University Job Description

Job Title: Mgr, Aircraft Hangar  
Job Code: EA76  
FLSA status: Exempt

Job Summary
Manages the daily operations of the Air Transportation Department (ATD) hangar facility, including facility and aircraft maintenance.

Essential Functions

1. Oversees and maintains hangar facilities and equipment to ensure all are in safe operating condition.
2. Inspects aircraft and performs preventative maintenance and limited repairs when needed.
3. Assists ATD flight crews during aircraft departures and arrivals.
4. Inspects hangar grounds and facilities daily and makes necessary repairs to maintain a safe operating environment.
5. Maintains proper and updated records required by the University and/or federal or state guidelines.
6. Assists with flight line activities including towing and fueling aircraft.

Supervisory Responsibility
May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.
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Minimum Required Education and Experience

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<tr>
<th>Education</th>
<th>Minimum</th>
<th>Focus of Education/Experience</th>
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<tbody>
<tr>
<td>High School</td>
<td>High School Diploma or equivalent</td>
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| Experience (yrs.) | 6 | Experience in coordinating an aircraft maintenance program and facility and/or aircraft line services |

Substitutions allowed for Education:
Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:
When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge
Knowledge of airport facility maintenance, aircraft maintenance and inspection procedures and related Occupational Safety and Health standards.

Certification or Licensure Requirements
FAA Certification in Air Frame Mechanics.

Physical Requirements/ADA
Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires standing, walking, sitting, talking, hearing, handling objects with hands, and lifting up to 25 pounds.

Job occasionally requires reaching, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting more than 100 pounds.

Vision requirements: Ability to see information in print and/or electronically, ability to distinguish colors.

Date: 1/11/2012