Auburn University Job Description

Job Title: Mgr, Aircraft Maintenance

Job Code: EG11

FLSA status: Exempt

Job Summary
Manages the aircraft maintenance program for university and transient small aircraft and ground support equipment.

Essential Functions
1. Oversees general and preventative maintenance for university aircraft and general aviation aircraft.
2. Oversees inventory control and ordering of parts and materials.
3. Updates and maintains current aircraft records and logbooks.
4. Represents airport and university to faculty, students, pilots, and visiting pilots/owners in aircraft maintenance matters.
5. Assists with maintenance of flight line vehicles and equipment.
6. Prepares and administers aircraft maintenance budgets.

Supervisory Responsibility
Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

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

<table>
<thead>
<tr>
<th>Education</th>
<th>Minimum</th>
<th>Focus of Education/Experience</th>
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</thead>
<tbody>
<tr>
<td>Education</td>
<td>High School</td>
<td>High School Diploma or equivalent</td>
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<tr>
<td>Experience (yrs.)</td>
<td>6</td>
<td>Experience in coordinating a program of maintenance and upkeep of aircraft</td>
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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 aircraft maintenance and inspection procedures to include aviation fueling and related Occupational Safety and Health Administration (OSHA) standards.

Certification or Licensure Requirements

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.

Externally imposed deadlines; set and revised beyond one’s control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires standing, walking, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, talking, hearing, handling objects with hands, and lifting up to 50 pounds.

Job occasionally requires sitting, and lifting more than 100 pounds.

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

Date: 1/4/2012