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## Auburn University Job Description

Job Title: **Mgr, Aircraft Hangar**

Job Family: No Family

Job Code: **EA76**

Grade TR17 \$58,700 - \$105,700

FLSA status: Exempt

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### 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. Troubleshoots and Inspects aircraft; performs preventative maintenance and detailed inspections ensuring that aircraft is in accordance with university, manufacturer and FAA requirements.
3. Assists ATD flight crews during aircraft departures and arrivals ensuring aircraft, passenger, and crew safety.
4. Inspects hangar grounds, facilities, equipment, and department vehicle daily and makes necessary repairs ensuring all are in safe operating condition.
5. Maintains proper and updated records required by the University, Cescom, and/or federal or state guidelines.
6. Assists with flight line activities including towing and fueling aircraft.
7. May serve in an on-call status to maintain effective and continuous business operations.

### 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

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
<b>Education</b>	High School	High School Diploma or equivalent
<b>Experience (yrs.)</b>	6	Experience in coordinating an aircraft maintenance program and facility and/or aircraft line services in a corporate setting. Experience in troubleshooting and repairing aircraft in accordance with manufacturer and FAA requirements.

#### **Substitutions allowed for Education:**

Indicated education is required; no substitutions allowed.

#### **Substitutions allowed for Experience:**

Indicated experience is required; no substitutions allowed.

#### **Minimum Required Knowledge**

Knowledge of airport facility maintenance, aircraft maintenance and inspection procedures and related Occupational Safety and Health standards and Federal Aviation Administration.

#### **Certification or Licensure Requirements**

FAA A&P mechanic license, turbo-jet power engine maintenance certificate, and engine run & taxi training.

Perferred Cessna 525B & Cessna 525C initial maintenance certifications.

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### 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: 12/8/2017

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