AUBURN
Human Resources

Tech IV, Aviation Maint

Job Description

JOB INFORMATION

Job Code	EG06D
Job Description Title	Tech IV, Aviation Maint
Pay Grade	TR18
Range Minimum	$72,340
33rd %	$91,630
Range Midpoint	$101,280
67th %	$110,930
Range Maximum	$130,220
Exemption Status	Non-Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	3/17/2023

JOB FAMILY AND FUNCTION

Job Family:	Transportation
Job Function:	Aviation Maintenance

JOB SUMMARY

Provides general and preventative maintenance on University owned aircraft as well as other aircrafts. The levels of this position may only perform duties for which appropriate training has been provided as outlined in department training manual and guidelines provided by the Federal Aviation Association.

RESPONSIBILITIES

- Inspects university aircraft by performing very detailed inspections and preventive mechanical maintenance in accordance to the standards established by the university, federal regulations, and industry best practices.
- Diagnoses and repairs university aircraft as needed. Determines airworthiness of aircraft and components ensuring all protocol is followed in regards to Federal Aviation regulations. Ensures timely scheduling of maintenance in order to least impact client's flight schedule and provide for high degree of aircraft availability.
- Maintains electrical systems that include wiring, electrical connections, and the replacement of instruments.
- Troubleshoots, inspects, tests, repairs, and services aircraft and engine systems to prepare aircraft for flight. Initiate and document any nonconforming materials, hardware, software, tools, parts, assemblies, or portions thereof, according to specifications, processes, and procedures
- Maintains proper and updated records required by the University and Federal Aviation Authority regulations.
- Maintains a safe work environment abiding by all safety manuals.
- May perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

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

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
High School	High School Diploma or equivalent	and	3 years of	Experience in providing general and preventative maintenance to aircraft and performing 100 hour and annual inspections on general aviation aircraft plus Airframe Certification, Powerplant Certification, and Inspection Autorization (IA) Certification and/or Rating Application. A candidate that does not have 30 months experience, but has attended Aviation Maintenance Tech School and has been awarded both an A and P certification, meets the experience requirement.	

Substitutions Allowed for Experience	Yes

Substitution 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 KNOWLEDGE, SKILLS, & ABILITIES

Advanced journey level knowledge of several specific principles and skills in using complex techniques and equipment.

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
Airframe License	Airframe Certification	Upon Hire	Required	And
	Powerplant Certification	Upon Hire	Required	And
	Inspection Authorization (IA) Certification	Upon Hire	Required	Or
	Rating Application.	Upon Hire	Required	

REQUIRED PRE-EMPLOYMENT/ONGOING SCREENINGS

Pre-Employment Drug Screening; Random Drug Screening

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing					X	
Walking					X	
Sitting			X			
Lifting	X					

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Climbing					X	
Stooping/ Kneeling/ Crouching					X	
Reaching					X	
Talking					X	
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold				X	
Extreme heat				X	
Humidity				X	
Wet				X	
Noise				X	
Hazards				X	
Temperature Change				X	
Atmospheric Conditions				X	
Vibration				X	

Vision Requirements:

Ability to see information in print and/or electronically, should have depth perception and the ability to distinguish colors.