
Auburn University Job Description

Job Title:	Mgr, Aircraft Maintenance	Job Family:	No Family
Job Code:	EG11	Grade 35:	\$51,900 - \$86,400
FLSA status:	Non-Exempt		

Job Summary

Manages the aircraft maintenance program for university and transient small aircraft and ground support equipment. Responsible for the evaluation, performance and management of aircraft maintenance. Provides professional recommendations associated with maintaining the aircraft's market value and upkeep related to asset management, and ensures airworthiness of assigned aircraft.

Essential Functions

1. Oversees general and preventative maintenance for university aircraft and general aviation aircraft. Oversees quality maintenance, preventive maintenance, and inspections to conform within the standards established by the university, federal regulations, and industry best practices.
2. Oversees Aviation Maintenance Technicians including supervision of work assignments, university policy and procedures, on-the-job instruction in relation to technical information, job procedures, safety and general shop and hangar practices.
3. 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.
4. Oversees inventory control and ordering of parts and materials.
5. Ensures aircraft records and logbooks are maintained and updated.
6. Represents the airport and the university to the faculty, students, pilots, and visiting pilots/owners in aircraft maintenance matters. Communicates effectively and accurately with the client, vendors, and other internal departments.
7. Prepares and administers aircraft maintenance budgets.
8. Maintains a safe work environment. Updates and maintains all safety manuals.
9. May perform other duties as assigned.

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

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	High School	High School Diploma or equivalent
Experience (yrs.)	6	Experience in coordinating a program of maintenance and upkeep of aircraft.

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 aircraft maintenance and inspection procedures to include aviation fueling and related Occupational Safety and Health Administration (OSHA) standards.

- Knowledge of FAA part 91 regulations.

- Ability to troubleshoot and resolve problems in a timely manner along with an in depth understanding of electrical theory and principals.

Certification or Licensure Requirements

FAA Certification in Air Frame and Power Plant Mechanics and Inspection Authorization.

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 or revised on short notice; frequent shifts in priority; numerous interruptions requiring immediate attention; unusual pressure on a daily basis due to accountability for success for major projects or areas of operation.

Job frequently requires standing, walking, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, talking, hearing, handling objects with hands, and lifting up to 100 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: 5/15/2019
