



**JOB INFORMATION**

|                         |                           |
|-------------------------|---------------------------|
| Job Code                | EG11                      |
| Job Description Title   | Mgr, Aircraft Maintenance |
| Pay Grade               | TR19                      |
| Range Minimum           | \$83,190                  |
| 33rd %                  | \$105,380                 |
| Range Midpoint          | \$116,470                 |
| 67th %                  | \$127,560                 |
| Range Maximum           | \$149,750                 |
| Exemption Status        | Exempt                    |
| Approved Date:          | 1/1/1900 12:00:00 AM      |
| Legacy Date Last Edited | 5/15/2019                 |

**JOB FAMILY AND FUNCTION**

|               |                      |
|---------------|----------------------|
| Job Family:   | Transportation       |
| Job Function: | Aviation Maintenance |

**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.

**RESPONSIBILITIES**

- 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.
- 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.
- 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.
- Oversees inventory control and ordering of parts and materials.
- Ensures aircraft records and logbooks are maintained and updated.
- 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.
- Prepares and administers aircraft maintenance budgets.
- Maintains a safe work environment. Updates and maintains all safety manuals.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

**SUPERVISORY RESPONSIBILITIES**

|                            |                                                                                                                                                                                           |
|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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. |
|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## 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 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 | 6 years of          | Experience in providing general and preventative maintenance to aircraft. |

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

|                                                                                                                                                                     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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.                           |

## MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications         | Licenses/Certification Details                                                         | Time Frame | Required/Desired |
|---------------------------------|----------------------------------------------------------------------------------------|------------|------------------|
| FAA Certified Aircraft Mechanic | FAA Certification in Air Frame and Power Plant Mechanics and Inspection Authorization. | 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     |        |              |            |            |        |
| 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 and distinguish colors.