
Auburn University Job Description

Job Title:	Dir, Aircraft Maintenance	Job Family:	No Family
Job Code:	EG17	Grade 38:	\$78,900 - \$131,600
FLSA status:	Exempt		

Job Summary

Reporting to the Director of Operations, the Director of Aircraft Maintenance is responsible for the planning, development, execution, and evaluation of scheduled and unscheduled maintenance and repair for the Auburn University Aviation Center ensuring fleet reliability and smooth operations. Develops, maintains, and implements long term goals and plans that complement the Center's growth strategy. Through subordinate staff, ensures operations are conducted safely and in compliance with AU policy and procedures and FAA regulations and guidelines.

Essential Functions

1. Develops and executes strategies for maintaining Auburn University (AU) flight training aircraft and equipment (owned and leased) and external customer aircraft. Through subordinate staff, identifies and implements continuous improvement initiatives to ensure operational effectiveness. Leads the development, communication, and implementation of efficient operational procedures, policies, and effective growth strategies for the department.
2. Provides leadership and operational support to a team of Aviation Maintenance Technicians through the Manager of Aviation Maintenance, ensuring the department is sufficiently staffed, organized, trained, and fulfilling its responsibilities. Ensures staffing levels are optimized for all planned and anticipated activities occurring throughout the day, as well as after hours and on nights and weekends, as required.
3. Oversees all inspections, repairs, and component changes and ensures the accompanying documentation are accomplished in accordance with the manufacturer or FAA approved procedures, conforming to quality control standards, on schedule, and in compliance with FAA regulations. Plans and prepares maintenance and repair estimates, determines scope of work, schedules, and assigns qualified personnel based on skill levels.
4. Ensures maintenance methods, procedures, and documentation are in compliance, through subordinate staff, with applicable Federal Aviation Administration approved procedures or accepted industry best practices, as applicable. Ensures compliance with all applicable federal, state and university regulatory requirements including, but not limited to, work standards, quality, safety, health, environmental, and personnel management.
5. Responsible for the aircraft, tooling, equipment, materials, inventory, and activities within the hangar(s) and on the adjacent ramp(s) for all department personnel. Evaluates new equipment, software, tooling, or other technologies to enhance the quality of the maintenance program.
6. Maintains all necessary records and logbooks, including certification in the aircraft permanent maintenance records that the aircraft is approved and returned to service.
7. Establishes and maintains a positive working relationship between the aircraft maintenance operation and customers, vendors, service providers, and federal, state, and university regulatory agencies.
8. Performs other duties, as assigned.

Supervisory Responsibility

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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	Vocational or Associate's Degree	Degree from an accredited institution in Business Management or Administration. A Degree's focus on industrial production and scheduling and/or management of aviation/aerospace organizations desired. Bachelor's degree from accredited institution desired.
Experience (yrs.)	5	5 years of supervisory/management experience in aircraft servicing, inspection, and repair under Federal Aviation Regulations §145 (or military equivalent) with progressively increasing levels of responsibility and accountability. Experience serving as Director of Maintenance (or military equivalent) level of responsibility and additional years of experience desired.

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 practices. Ability to effectively interact and tactfully communicate with various regulatory agencies' personnel, both in person and in writing. Must be able to read, write and understand safety plans, rules, maintenance instructions, training manuals, Material Safety Data Sheets (MSDS), maintenance bulletins and procedure manuals. Must be able to interpret and understand FAA Airworthiness Directives and manufacturer Service Bulletins and Service Letters. Strong computer skills, including inventory and purchasing as well as aircraft maintenance records and manuals.

Certification or Licensure Requirements

FAA certificated Airframe and Power plant (A&P) Mechanic required.

Additional aviation maintenance-related certification and ratings desired.

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

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Job occasionally requires sitting, .

All senses must be correctable to performance required by industrial workplace safety standards (to include Color Vision (Snelling), Near/Intermediate Vision corrected to 20/20, sense of touch, hearing, and smell sufficient to detect subtle differences in condition or presentation that could affect the quality and safety of environment and work performed.

Date: 7/14/2021
