

---

## Auburn University Job Description

Job Title:	<b>Spec, Maint Control &amp; Invntry</b>	Job Family:	No Family
Job Code:	<b>EG18</b>	Grade 32:	\$35,000 - \$58,400
FLSA status:	Non-exempt		

---

### Job Summary

Reporting to the Director of Aircraft Maintenance, the Aircraft Maintenance Control & Inventory Specialist is responsible for purchasing, tracking, and maintaining inventory levels to support the AU Aviation Center. Tracks scheduled service inspections and collaborates with the maintenance supervisor and flight school designee to coordinate and manage the unscheduled and scheduled maintenance needs of the customer.

### Essential Functions

1. Tracks, inspects, traces, and oversees over 1,000 SKUs, many of which require traceability by serial number, confirmation of certificates of conformance/documentation. Assures accuracy of installed components by serial number to aircraft in order to meet federal airworthiness assurance requirements. Processes core returns to protect value of Auburn assets and secure the aviation component supply chain. Protects value up to \$18,000,000 of university assets with unlimited liability exposure.
2. Provides quality control by inspecting purchased parts to identify Suspected Unapproved Parts or non-conformity issues and requests refunds or replacements, as necessary.
3. Maintains appropriate traceability documentation on all parts in inventory, including life-limited part core marking as required by Federal Aviation Regulations (FARs).
4. Prepares scheduled maintenance work order part kits ensuring accurate pricing, quantities, shop/consumable fees, and labor rates have been applied. Creates invoices from work orders and submits to Aviation Customer Service.
5. Updates and tracks scheduled service inspections on Auburn University Professional Flight program aircraft. Coordinates scheduled and unscheduled maintenance events between customers and maintenance with consideration to maintenance work load, staff levels, customer needs, and minimizing aircraft down time.
6. Provides reports and analysis on inventory levels, costs, and discrepancies to the Director of Maintenance. Responsible for gathering and analyzing aircraft maintenance reports, identifying and resolving problems and inefficiencies.
7. Completes tracking updates in flight school management software to include tracking times, dates, and notes. Communicates daily status updates and timelines to the customer.
8. Makes daily decisions used to support the operation which impacts the department's credibility to include preserving the integrity of the airworthiness and safety of university owned and leased fleet aircraft, playing a critical role in protecting the lives of University employees and students, making resource allocation decisions to maximize availability of aircraft, and determining and executing stock-point policy and reorder triggers for maintaining proper levels of critical inventory for all components. Identifies and resolves problems in a timely manner, gathering and analyzing information skillfully to include.
9. Performs other duties as assigned.

### Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance

---

---

## **Auburn University Job Description**

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.*



---

# Auburn University Job Description

---

## Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
<b>Education</b>	High School	High School diploma or equivalent. Associate's Degree in Aviation, Management, or related field desired.
<b>Experience (yrs.)</b>	2	Experience in aircraft maintenance facility and aviation supply procedures, including aircraft parts and inventory.

### 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 FAA regulations and guidelines.  
Knowledge and familiarity with aircraft maintenance logs, AD's, ICA's, and 14 CFR part 91 and part 43.  
Strong Interpersonal and communication skills within a matrix management structure.

### Certification or Licensure Requirements

None Required.

---

## 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.

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

---