AUBURN
Human Resources

Mgr, Aircraft Hangar

Job Description

JOB INFORMATION

Job Code	EA76
Job Description Title	Mgr, Aircraft Hangar
Pay Grade	TR17
Range Minimum	$64,790
33rd %	$82,070
Range Midpoint	$90,710
67th %	$99,350
Range Maximum	$116,620
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	12/8/2017

JOB FAMILY AND FUNCTION

Job Family:	Transportation
Job Function:	Aviation Maintenance

JOB SUMMARY

Manages the daily operations of the Air Transportation Department (ATD) hangar facility, including facility and aircraft maintenance.

RESPONSIBILITIES

- Oversees and maintains hangar facilities and equipment to ensure all are in safe operating condition.
- Troubleshoots and Inspects aircraft; performs preventative maintenance and detailed inspections ensuring that aircraft is in accordance with university, manufacturer and FAA requirements.
- Assists ATD flight crews during aircraft departures and arrivals ensuring aircraft, passenger, and crew safety.
- Inspects hangar grounds, facilities, equipment, and department vehicle daily and makes necessary repairs ensuring all are in safe operating condition.
- Maintains proper and updated records required by the University, Cescom, and/or federal or state guidelines.
- Assists with flight line activities including towing and fueling aircraft.
- May serve in an on-call status to maintain effective and continuous business operations.

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	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 Diploma or GED	High School Diploma or equivalent	and	6 years of	Experience in coordinating an aircraft maintenance program and facility and/or aircraft line services in a corporate setting. Experience in troubleshooting and repairing aircraft in accordance with manufacturer and FAA requirements.	And

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of airport facility maintenance, aircraft maintenance and inspection procedures and related Occupational Safety and Health standards and Federal Aviation Administration.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
FAA Certified Aircraft Mechanic	FAA A&P mechanic license, turbo-jet power engine maintenance certificate, and engine run & taxi training.	Upon Hire	Required	And
	Preferred Cessna 525B & Cessna 525C initial maintenance certifications.	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.