AUBURN
Human Resources

Tech IV, Aviation Maintenance

Job Description

JOB INFORMATION

Job Code	EG06D
Job Description Title	Tech IV, Aviation Maintenance
Pay Grade	TR18
Range Minimum	$74,510
33rd %	$94,380
Range Midpoint	$104,310
67th %	$114,250
Range Maximum	$134,120
Exemption Status	Non-Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	3/17/2023

JOB FAMILY AND FUNCTION

Job Family:	Transportation
Job Function:	Aviation Maintenance

JOB SUMMARY

Provides general and preventative maintenance on University owned aircraft as well as other aircrafts. The levels of this position may only perform duties for which appropriate training has been provided as outlined in department training manual and guidelines provided by the Federal Aviation Association.

RESPONSIBILITIES

- Inspects university aircraft by performing very detailed inspections and preventive mechanical maintenance in accordance to the standards established by the university, federal regulations, and industry best practices.
- Diagnoses and repairs university aircraft as needed. 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.
- Maintains electrical systems that include wiring, electrical connections, and the replacement of instruments.
- Troubleshoots, inspects, tests, repairs, and services aircraft and engine systems to prepare aircraft for flight. Initiate and document any nonconforming materials, hardware, software, tools, parts, assemblies, or portions thereof, according to specifications, processes, and procedures
- Maintains proper and updated records required by the University and Federal Aviation Authority regulations.
- Maintains a safe work environment abiding by all safety manuals.
- Serves as a lead trainer and mentors lower-level mechanics.
- Performs other duties as assigned.

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	10 years of	experience with aviation maintenance, FAA or DoD, Part 147 A&P school	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
Airframe License	Airframe Certification	Upon Hire	Required	And
	Powerplant Certification	Upon Hire	Required	And
	Inspection Authorization (IA) Certification	Upon Hire	Required	Or
	Rating Application.	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	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Noise				X	
Hazards				X	
Temperature Change				X	
Atmospheric Conditions				X	
Vibration				X	

Vision Requirements:

Ability to see information in print and/or electronically, should have depth perception and the ability to distinguish colors.