AUBURN
Human Resources

Mgr, Aircraft Maintenance

Job Description

JOB INFORMATION

Job Code	EG11
Job Description Title	Mgr, Aircraft Maintenance
Pay Grade	TR19
Range Minimum	$85,690
33rd %	$108,540
Range Midpoint	$119,960
67th %	$131,390
Range Maximum	$154,240
Exemption Status	Exempt
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JOB FAMILY AND FUNCTION

Job Family:	Transportation
Job Function:	Aviation Maintenance

JOB SUMMARY

The Manager of Aircraft Maintenance supports the Director of Aircraft Maintenance in overseeing the maintenance operations of the Auburn University School of Aviation's fleet. Ensures the safe, efficient, and compliant maintenance of aircraft through effective leadership, operational oversight, strategic planning, and coordination with regulatory bodies, such as the FAA. Manages day-to-day maintenance activities, planning work schedules, supervising personnel, and supporting strategic initiatives to normalize aircraft availability while accommodating the program's continued growth.

RESPONSIBILITIES

- Assists in planning, coordinating, and supervising all scheduled and unscheduled maintenance activities for the school’s aircraft fleet.
- Provides daily leadership and operational support to aviation maintenance technicians and maintenance production planning and control, to include scheduled and unscheduled maintenance as well as expeditor work as needed.
- Serves as acting Director in the absence of the Director of Aircraft Maintenance.
- Ensures compliance with Federal Aviation Administration (FAA) regulations, university policies, and industry best practices.
- Maintains accurate maintenance records, logs, and documentation in accordance with regulatory requirements.
- Supports the Director in developing and implementing maintenance strategies, safety protocols, quality assurance programs, and standard operating policies and procedures.
- Assists in evaluating and integrating new tools, technologies, and systems to enhance maintenance operations.
- Collaborates with other departments to support the school's overall mission and goals.
- Assists in budget preparation and management, ensuring cost-effective maintenance 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	
Associate's Degree	Business Management or Administration		3 years of	experience leading in aircraft servicing, inspection, and repair under Aircraft Federal Aviation Regulations	
High School Diploma or GED	High School Diploma or equivalent	and	6 years of	experience leading in aircraft servicing, inspection, and repair under Aircraft Federal Aviation Regulations	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
FAA Certified Aircraft Mechanic	FAA certificated Airframe and Power plant (A&P) Mechanic	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	

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.